

Poudre Valley Rural Electric Association, Inc.
Job Description

POSITION: Operational Technology Analyst
DEPARTMENT: IT/Facilities
REPORTS TO: Operational Technology Supervisor
CLASSIFICATION: Full-time (Salary, Exempt)

POSITION SUMMARY

The Operational Technology (OT) Analyst will provide the technical and analytical skills needed for design, configuration, trouble shooting, software implementation, data mining and maintenance of the metering systems and infrastructure needed by the Association, with or without reasonable accommodation.

ESSENTIAL JOB FUNCTIONS

- 1) Oversee the Meter Data Management Systems (MDMS), MV-90xi, related systems and all associated computer software and hardware.
- 2) Responsible for the design, development, implementation and maintenance of metering, AMI and other associated databases.
- 3) Administer the collection, analysis and reporting of large commercial and industrial accounts via the Association's MV-90xi system.
- 4) Perform daily review of AMI and MDMS systems to identify issues and review metering health and read accuracy; collaborate with the OT department to resolve issues, as they arise.
- 5) Serve as the billing coordinator with other departments, ensuring daily, weekly and monthly meter reads are accurate and complete.
- 6) Perform connects, reconnects, and disconnects of meters as needed.
- 7) Function as the coordinator for the Association's deployment and configuration of revenue metering and coordinate with internal departments and external contractors on their installation and maintenance.
- 8) Generate and maintain all revenue meter programs and configurations for the Association's commercial and industrial members, per the rates and tariffs, to ensure proper billing.
- 9) Extract data from systems such as MV-90xi, MDMS, AMI, and other databases to produce reports for use in decision making, troubleshooting, and engineering studies.
- 10) Function as the subject matter expert (SME) on meter read issues and provide technical support and training to other team members on the operation of the MV-90xi and MDMS systems and software.



Poudre Valley Rural Electric Association, Inc.
Job Description

- 11) Work according to the safety rules and company policies, as adopted by PVREA and is responsible for own safety and reports all accidents in accordance with Association policies.
- 12) All members of the Operational Technology team are required to participate in an on-call rotation or be on call on an as needed basis.
- 13) All PVREA employees are expected to support the strategic goals of the organization in accordance with the Associations' Strategic Plan.
- 14) Interact with all departments of the Association as well as with members, the general public, other utility personnel, governmental agencies and equipment vendors in a kind and courteous manner.
- 15) Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.
- 16) Assist in the emergency restoration of facilities during storm or general outages.
- 17) Regular and predictable attendance are essential functions of the position.
- 18) Perform other duties within his or her capabilities as directed by his or her supervisors.

JOB QUALIFICATIONS

Education and/or formal training needed: High School diploma or equivalent required. Associate's degree or computer/electronic trade school technician degree required, preferably in electronics, electrical, networking, or computers.

Experience needed: A minimum of seven years in an IT/Database/Metering related field is required. At least two years in a relational database environment (i.e. Oracle, MS SQL Server)

Knowledge, skill and abilities needed: Must have a working knowledge of computer hardware and computer system applications including all Microsoft products. Knowledge of the electric industry and safety practices is highly desirable. Experience working with NiSC, MDMS, Landis+Gyr AMI, and MV90xi systems is preferred. A working knowledge of SQL, Oracle, and other databases is needed. Must have ability to implement work plans, make sound decisions from observations and carry out instructions as well as be able to work under pressure and meet deadlines.

Drug/Alcohol: A drug/alcohol test is administered to all job offer recipients, as well as a background check.

Driving: Must possess a valid Colorado Driver's License and operate a company non-DOT vehicle.

Mental Demands: This employee must be able to work well with the public, Association members, and other Association employees. He/she needs to be able to remember what was done and schedule and prioritize future work, stay alert even when the work is repetitious, and work well with detail. He/she



Poudre Valley Rural Electric Association, Inc.
Job Description

must be able to learn new procedures and equipment, and demonstrate flexibility in all areas. The job may occasionally require ingenuity, problem solving, analytic ability, auditory discrimination, writing ability and imagination. This job can be stressful at times; however, composure must be maintained at all times with members and co-workers.

Physical Demands: He/she must be capable of performing the Essential Job Functions of the position with or without reasonable accommodation.

- He/she spends approximately 70% of the day sitting at a desk or test bench and the remainder walking, bending, crouching, kneeling, and reaching (percentages will vary dependent upon the work to be accomplished).
- He/she may be required to carry equipment and materials that may weigh as much as 75 pounds.
- He/she will be required to drive a vehicle, both two and four-wheel drive, which requires awareness, alertness, and physical dexterity.
- He/she will be installing, testing, and maintaining electronic equipment in the office and in the field. These duties may also expose him/her to energized medium voltage (less than 600v) equipment and to a work environment, which includes high voltage substations.

MATERIALS AND EQUIPMENT USED

General office and communication equipment including, but not limited to, computers, laptops, tablets, hard wired and cellular phones, copy machines and scanners as well as other devices such as meters, handheld readers, multi-meters, network equipment, etc.

WORKING CONDITIONS

He/she spends 70% of his/her time indoors or in a vehicle. The remainder of the time is spent outdoors in all kinds of weather. He/she must be able to tolerate direct sun, cold winds and other type of inclement weather. The estimated noise level is estimated to be 50-90 decibels.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.



Your Touchstone Energy® Partner