



COMMUNICATIONS & CONTROL SYSTEMS ANALYST

East River Electric Power Cooperative, located in Madison, South Dakota, is accepting applications to fill a Communications and Control Systems Analyst position.

Primary duties include: To assist in the installation, operation and maintenance of the current EDACS 800 MHz radio masters systems and to assist with the installation and operations of the new Harris P25 radio system (upgrade to the new system is just beginning). Also provide assistance in the installation, operation and maintenance of the SCADA, load management and telephone master systems.

The minimum requirements include: A two year associates degree from college or vocational-technical school in computer systems, data communications or electronics and a minimum of three years experience with EDACS master equipment. Experience with personal computers and Microsoft Office products is required. Must possess or obtain a valid South Dakota driver's license.

East River Electric is a wholesale power supply cooperative that delivers power through a 2,700-mile transmission system to 25 member electric distribution systems throughout eastern South Dakota and western Minnesota.

East River offers a competitive salary based on qualifications. We also offer an excellent benefit package which includes health insurance, a defined benefit pension plan, 401K contribution and a 9/80 compressed work schedule. The applicant selected for this position will be required to live in close proximity to Madison, South Dakota.

To be considered for this position, an East River application must be completed. Application materials may be accessed from our web site, www.eastriver.coop, or obtained by contacting:

East River Electric Power Cooperative, Inc.
P.O. Box 227, Madison, SD 57042
605-256-4536 hr@eastriver.coop

Initial application review will begin on March 2, 2012; however, applications will be accepted until the position is filled.

Equal Opportunity Employer

EAST RIVER ELECTRIC POWER COOPERATIVE, INC.
POSITION DESCRIPTION

Position Title:	Communications and Control Systems Analyst
Reports To:	Communications & Control Systems Administrator
Directly Supervises:	0
Division:	Operations
Department:	Information Technology & Telecommunications
Grade Classification:	0
Survey Group:	Trades and Crafts

Position Purpose: To administer all aspects of the EDACS 800 MHz radio masters systems. Maintain familiarity of the cooperative PBX and associated systems to assist in daily operations as assigned.

Responsibilities and Duties:

- 1) Administration of installation, operations, modifications to, and maintenance of and EDACS master equipment and software. Equipment includes:
 - EDACS Radio CEC/IMC Master Switch
 - CAL/BCU
 - Jessica
 - IMC Manager
 - Dispatch EDACS Radio Consoles
- a) Provide installation, modifications to, and periodic maintenance of the EDACS Master System equipment, peripherals, and related network switches as defined by department practice or agreements.
- b) Aid the Department Manager and immediate supervisor in assessing the impact of failed equipment.
- c) Provide emergency updates of EDACS software and maintenance of peripherals, and related devices when requested by the Communications and Controls Systems Administrator or Department Manager and as dictated by department practice.
- d) Train other assigned Communications and Control Systems Analysts in the operation of the EDACS master system operation, database updates, and program development to assure that he/she understands, accepts, and is equipped to assume the responsibilities assigned.
- e) Maintain, develop and update the EDACS master system on-line and historical databases and develop applications programs as required on the systems.
- f) Ascertain the accuracy of historical data records generated by the 800 MHz radio master system and insure maintenance of records for periods dictated by department practices.
- g) Generate monthly EDACS summary reports and statistical reports as assigned.
- h) Recommend system upgrades, addition, or remedial action to immediate supervisor.

- i) Assure adequate system documentation and update of all drawings, equipment, records, and files.
 - j) Develop and recommend department maintenance procedures and performance standards on EDACS master systems and associated equipment.
 - k) Maintain the spare parts and material inventory records for all EDACS master systems and related equipment parts to guarantee their integrity
 - l) Insure that “back-up” copies of all system files and documentation are maintained current.
 - m) Maintain an understanding of the communications network and the equipment utilized on the entire 800 MHz radio systems adequate to analyze system problems and refer further maintenance to the appropriate maintenance foreman.
- 2) Maintain familiarity of Cooperative PBX and associated systems. Equipment includes:
- PBX's, Trunks/T1s, and Telephone Sets
 - Call Accounting System
 - Telephone Cable Plant
 - Overhead Paging System
 - Voice Mail System
- a) Maintain knowledge of cooperative PBX systems to assume daily responsibilities in the absence of Communications and Control Systems Analyst responsible for PBX administration.
 - b) Maintain an understanding of the communications network and the equipment utilized on the entire Telephone Switch systems adequate to analyze system problems and refer further maintenance to the appropriate maintenance foreman.
- 3) Assist the Communications and Control Systems Administrator with planning, budgeting, and developing department practice, procedures, and performance standards.
- a) Prepare cost estimates as directed.
 - b) Recommend system upgrades, additions, or remedial action.
 - c) Assure adequate system documentation and update of all drawings, equipment records, and files.
 - d) Assist Communications and Control Systems Administrator with system design, specification preparation, and proposal review as assigned.
- 4) Assist other department personnel in the addition, modification to, and maintenance of control center systems equipment and terminations as assigned.
- 5) General responsibility for day-to-day activities as an employee of the Cooperative and member of the Information Technology & Telecommunications Department.
- a) Become familiar with related areas of responsibility and duties within the department in order to efficiently assist others within the department, when required.

- b) Assist in keeping the Cooperative's property neat and in good general condition.
- c) Is responsible for Cooperative vehicles used, including seeing that they are serviced regularly, reporting needed repairs and seeing that tools and test equipment and assorted materials necessary to perform required maintenance and repairs in the field are on the vehicle.
- d) Is familiar with the identification and use of tools and other equipment and is responsible for the care and maintenance of these items.
- e) Operate the two-way radios of the Cooperative when necessary keeping informed as to proper operating procedures and policies.
- f) Utilizes computer based software to maintain documentation and records according to company policy.
- g) Perform all work in accordance with established safety rules and in the safest, most efficient manner possible.
- h) Report all accidents involving self, assigned equipment or vehicles, and all accidents resulting in bodily injury and/or property damage to the assigned supervisor.
- i) Keep immediate supervisor and Dispatch advised when unavailable for duty and advise where he/she can be reached in the event of an emergency during and after working hours.

Licenses and Certificates: Valid Drivers License

Uniform: Yes

Residency Requirement: As defined in Management Procedure I-1, "Employment Practices".

Tools: As defined in the "Employee Personal Tool Requirements" Management Procedure.

Minimum Qualifications: Two year associate's degree from college or vocational-technical school in computer systems, data communications or electronics and a minimum of three years experience with EDACS master equipment. Experience with personal computers and Microsoft Office products is required.

Physical Qualifications: Work environment is generally a climate controlled office with adequate lighting and low noise level and in computer equipment rooms or buildings with moderate physical exertion. Activities include work at a computer terminal and frequent interaction with technicians and dispatchers. Occasionally works outdoors with moderate physical exertion.

Uses hand-eye coordination skills to operate electronic test equipment, power and hand tools. Lifts and carries materials weighing up to 50 pounds. Occasionally lifts items that weigh up to 100 pounds. Reaches, pushes and pulls up to 25 pounds.

Climbs, bends, and stoops installing equipment and cable. Works on ladders and on uneven terrain. Uses visual inspection to verify proper color convention, often involving small components.

This position requires finger dexterity, and effective communication and interaction skills, including speaking, hearing and vision capabilities.

Occasional travel and overnight stays will be required, including extended periods of time driving. Occasionally works at night, on weekends, and holidays to repair communications equipment.

Accepted by: _____
(Employee)

Date: _____

Approved by: _____
(Immediate Supervisor)

Date: _____