

**Doyon Utilities, LLC
Job Description**

JOB TITLE	SCADA Analyst	LOCATION	HDQ Information Systems
REPORTS TO	SCADA and Controls Engineer Manager	HOURS	40 Hours per week
TYPE OF POSITION	Full Time, Regular	SCHEDULE	M-F 8am-5pm
WAGE RANGE	DOE	FLSA STATUS	Exempt
BARGAINING GROUP	N/A	DATE	8/22/2019

POSITION OBJECTIVES: Implement a corporate wide Supervisory Controls and Data Acquisition (SCADA) program within corporate approved guidelines and directives. Work directly with operations to implement SCADA and Industrial Control Systems (ICS). Coordinate and direct activities of vendors and internal personnel in installation of hardware and software to enhance monitoring of system performance. Serve as a staff advisor on SCADA systems, integration of systems and recommend applications for new equipment and systems. Evaluate proposals from vendors and make recommendations on equipment purchases, software upgrades and purchases of system components.

MAIN ACTIVITIES:

1. Liaison between Operations and Information Technology for all Supervisory Control and Data Acquisition (SCADA) and Industrial Control Systems (ICS) 12 utilities operated by DU at Ft Wainwright, Ft Greely, and JBER.
2. Develops, reviews, edits and distributes SCADA and ICS standards
3. Works with the SCADA personnel and contractors to insure SCADA standards are implemented and adhered too across all utilities
4. Works with the Information Technology and Operational Technology teams to maintain, review, create and edit all system security requirements
5. Execute design, installation, updates, and troubleshooting
6. Deploy solutions, such as test plans, using process guidelines and systems development lifecycle methodology.
7. Design, prepare and implement graphic templates
8. Works with various departments to establish training requirements for field and office employees on SCADA software.
9. Develop and document of all aspects of the SCADA software process
10. Works with IT to assure SCADA systems are operating as required
11. Serve as the primary staff advisor on SCADA and Instrumentation activities
12. Assist in identifying SCADA and ICS security standards. Implements security standards as required
13. Ensure Doyon Utilities SCADA and Instrumentation activities are properly licensed and in compliance with applicable federal, state and military requirements
14. Trouble-shoot system events, and propose solutions to mitigate root causes
15. Work on a wide variety of SCADA and ICS systems

SKILLS AND QUALIFICATIONS:

1. Extensive knowledge of SCADA principles and practices and appropriate applications
2. Current knowledge of manufacturer’s equipment, applications and limitations
3. Exceptional ability to communicate with staff, management and vendors when discussing SCADA or Instrumentation issues
4. Extensive knowledge of Test, Diagnostic and Evaluation (TD&E) equipment related to SCADA and Instrumentation
5. Exceptional skill in computer applications and networking with an emphasis on SCADA software applications
6. Maintain continuous knowledge of manufacturer’s products, applications through continuing education and review of product information
7. Skilled in implementing security controls for SCADA and ICS systems working with a team

CONDITIONS OF EMPLOYMENT:

1. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.
2. Must be eligible to work on a military installation in Alaska.
3. Must have a valid driver’s license issued by the State of Alaska.
4. Willingness and ability to travel to job sites within Alaska.

ENVIRONMENT: The majority of the work is performed in a professional office setting. The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than 40 pounds. Incumbent must be physically capable of visiting DU sites on military installations in Alaska. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities.

EDUCATION AND EXPERIENCE:

1. Bachelor’s Degree required, preferably in a discipline related to electrical engineering, computer systems technology, systems engineering or closely related field. Extensive field experience will be considered if education requirement is not met.
2. Minimum of five (5) years of field experience in field related to SCADA. Must have worked in system design and have hands on experience with ICS end devices
3. Employee is expected to periodically participate in vendor related on-line training to enhance knowledge of vendor products, evaluate various product applications and ensure knowledge remains current with industry trends.
4. Knowledge of / experience with NIST 800-82 and SCADA/cybersecurity protocols a plus
5. Knowledge of LAN and WAN networks
6. Working knowledge of Windows operating systems and Active Directory

Employee Signature

Date