

JOB ANALYSIS WORKSHEET
FLINT ELECTRIC MEMBERSHIP CORPORATION
P. O. BOX 308, 3 SOUTH MACON STREET, REYNOLDS, GEORGIA 31076

JOB POSTING	EXTERNAL POSTING <i>(Individuals meeting the following requirements are eligible to apply.)</i>
JOB TITLE	SUPERVISOR OF SCADA & AUTOMATION
JOB LOCATION	FLINT EMC SERVICE CENTER, 1937 Electric Avenue, Fort Valley, GA
JOB CLASSIFICATION	OUTSIDE JOB; EXEMPT
SUPERVISOR	Manager of Engineering
LAST DATE REVIEWED	July 2025
JOB SUMMARY	Manages and oversees Flint's Supervisory Control and Data Acquisition (SCADA) system as well as the development and maintenance for the automation of the Flint and Fort Moore distribution system. Supervises and provides direction, training, coordination, and technical knowledge in the development and support of engineer(s) in the electrical distribution field. Implements SCADA and automation along with subordinates solving any problems that may arise. May be involved in and perform system protection studies and assist in the development of the four-year work plan if needed to support Engineering. Works in the office and travels to substations, member sites, and other locations as required to improve and maintain Flint's electric system or for training.
EDUCATION / TRAINING	<p>Required:</p> <ul style="list-style-type: none"> • Bachelor of Science in Engineering or Engineering Technology from ABET accredited educational institution. • Minimum of three years of distribution engineering experience in combination of System Protection, SCADA/Distribution Automation, System Planning, etc. <p>Preferred:</p> <ul style="list-style-type: none"> • Bachelor of Science in Electrical Engineering • Engineering experience with an electric utility • E.I.T. Certification and Professional Licensure attainability • Supervisory experience over engineers or other technical positions • Experience with system protection and coordination • Experience with system modeling including ampacity, voltage drop and impedance calculations using commercial utility analysis software • Experience with substation design and construction • Experience with relay and apparatus testing • Experience with SCADA design, programming, and testing • Experience with Field Engineering including structural analysis, pole top framing, transformer sizing, and area light design • Experience with network design and implementation • Experience with apparatus and equipment specifications and standards • Experience with distribution automation design and programming including relay logic • Experience with cybersecurity implementation and standards
KNOWLEDGE / INTERPERSONAL SKILLS	<p>Required:</p> <ul style="list-style-type: none"> • Proficiency with Microsoft Office Software • Ability to become proficient using various database applications to create, maintain, query, and generate reports of tabular data. • Ability to obtain and maintain Integrated Transmission Systems (I.T.S.) switching certification within two (2) years of employment. • Positive Attitude and willingness to be a team player in support of exceptional internal and external customer service. • Willingness to learn and use new skills and procedures. • Self-starter with ability to make independent decisions. • Ability to multi-task and work with multi-functional applications <p>Preferred:</p> <ul style="list-style-type: none"> • Knowledge of RUS standards for construction • Working knowledge of National Electric Safety Code and National Electric Code • Working knowledge of engineering analysis software such as Milsoft, LightTable, SEL QuickSet and SEL RTAC • Experience with Schweitzer Engineering Laboratories (SEL) equipment.
WORKING HOURS / ON-CALL DUTY	<ul style="list-style-type: none"> • Working hours - Typically 4 – 10 Hour days with one hour for lunch. (Specific schedule to change to meet the needs of the company). • Must be able to serve on-call, accept after-hours calls by phone and work after-hours in emergency situations
OTHER	<ul style="list-style-type: none"> • Must have and maintain a valid driver's license with a verifiable safe driving record (MVR required) • Must be willing to accept communications of company and security updates notifications by phone. • Must live within 60 minutes of Flint's Service Center (32.585878, -83.720310)
APPLYING FOR JOB	<ul style="list-style-type: none"> • Qualified external applicants may print an application from our website, www.flintenergies.com, or pick up an application from our offices at 98 Carl Vinson Parkway, Warner Robins, GA or 3 South Macon Street, Reynolds, GA. The deadline for external applications is 5:00 p.m., Friday, July 18, 2025. • Applications may be dropped off at the locations listed above or emailed to hr@flintemc.com. • Contacts: Kathy Parrish 478-847-5143, or Chelsea Payne 478-218-5582.

**FLINT EMC IS AN EOE/AA: MINORITIES / FEMALES / VETERANS / DISABLED
DRUG FREE / SMOKE FREE WORKPLACE**

Posted 07/01/2025

**PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS
SUPERVISOR OF SCADA & AUTOMATION**

ALERTNESS & CONCENTRATION	Must be able to concentrate on several things at one time. Be alert to give and receive information, and analyze data to make important decisions.
ABILITY TO DEAL WITH STRESS	Must be able to work under pressure, handle tense situations, resolve complaints, and control anger and attitude. Contributes to team spirit and enthusiasm.
VISION	<p>Far Visual Acuity - As necessary to drive.</p> <p>Near Visual Acuity - Must be able to see computer screen, keyboard, and read all types of paperwork, including small figures. Necessary for operating necessary office equipment. Peripheral Vision - As necessary for driving.</p> <p>Color Vision - As necessary for recognizing appropriate forms and driving.</p> <p>Depth Perception - As necessary for driving.</p> <p>Night Vision - Same as above</p>
HEARING	(Normal Tones) Hears and comprehends spoken conversation over telephone and in person.
SPEECH	Speaks loudly and clearly enough to be accurately understood. Voice must be pleasant, tactful, and professional. Must be able to make effective presentations for all age groups.
SITTING / STANDING	Sits a maximum of 2 hours at a time, up to a total of 10 hours per day. (Whatever amount required for after-hours meetings.) Can stand up as needed. Normally stands less than 1 hour per day. Occasionally stands for making presentations.
WORKER MOBILITY / WALKING	Can change positions at will. Minimal walking amount around office and job sites.
LIFTING / CARRYING	Occasionally lifts files, small tools, research books, and printouts. Seldom anything over 25 pounds. Occasionally lifts overhead projector. Required to open/close desk drawers and file cabinets.
BENDING	Bends from neck for talking on telephone. Bends from waist to retrieve documents in files and desk drawers. Twisting Intermittent.
REACHING / HANDLING	Wrist, hand, and arm frequently used for operating PC, calculator, writing, performing miscellaneous general office work, and driving automobile.
TWISTING / CLIMBING / CRAWLING	Can be avoided somewhat by taking step in direction of the work. Occasionally climbs on and off trucks and equipment when on job site with crews.
ENVIRONMENTAL FACTORS	Job is located indoors in a heated/air-conditioned building. No noise, light, fumes, or dust hazards present. May occasionally visit outdoor business facilities and job sites.
MACHINES / TOOLS/ EQUIPMENT	Hand tools, voltmeter, amp meter, computer, copier, fax, stapler, and other miscellaneous office equipment.
SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES	Hard hat, rubber gloves, overshoes, safety glasses, work gloves, sleeves. Mayday, CPR, First Aid and Defensive Driving. Follows prescribed safety rules.
DRUG TEST / PHYSICAL EXAM	Drug test required for pre-employment and random thereafter. Employment entrance physical exam required.

Requirements are subject to possible modification to reasonably accommodate individuals with disabilities provided it does not pose a direct threat or significant risk to the health and safety of themselves or other employees.