



Position Description

Position Title: SCADA Administrator

Position/FLSA Status: Full-time/Exempt

Department: Engineering

Reports to: Manager of Engineering

Supervises: Engineering, Operations, GIS

Location: 17330 State Highway 371 Brainerd MN 56401

Date Issued: October 2025

Date Revised: October 2025

Position Purpose

Configures, maintains, and supports the SCADA infrastructure necessary for the monitoring and control of our electric power distribution system. Crow Wing Power's SCADA

Engineer/Administrator will play a key role in ensuring the safe, reliable, and affordable delivery of power to our members by providing top-notch service and expertise.

Responsibilities

- Design, configure, and maintain the SCADA hardware and software in keeping with CWP policies and procedures, regulatory standards, and industry best practices.
- Responsible for procedures and practices related to the physical and cyber security of the SCADA system, working closely with IT department.
- Maintain and support SCADA servers, databases, data historian, SCADA one-lines, map board, operator training, and related electric operations systems.
- Ensure system availability, reliability, and performance through regular updates and patches.
- Create, update, and manage SCADA operator displays and databases.
- Manage CWP's relationships with key hardware and software vendors.
- Coordinate new and existing SCADA infrastructure and display activities with CWP's System Operations and field staff for timely, clear, and accurate data display and control.
- Coordinate ICCP database and data exchange with outside entities.
- Ensure integration with other OT systems.
- Collaborate and work closely with IT, System Operations, and field technicians.
- Provide technical support and be a subject matter expert to internal staff.
- Direct and assist in recovery efforts (storm, physical or cyber).
- Identify opportunities and recommendations for processes that will improve quality and satisfy efficiency goals.
- Respond to SCADA system application failures or abnormalities and recommend corrective action.

- Stay up to date on advances in technology.
- Maintain security of confidential information.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Strong positive leadership that is led by service and integrity.
- Strong computer and networking skills.
- Demonstrated proficiency with Windows operating systems, Microsoft Office, and the ability to learn and understand company specific computer applications. Proficiency with LINUX operating systems is a plus.
- Demonstrated proficiency with administering, programming, and troubleshooting SCADA systems and displays – Highly Preferred.
- Demonstrated knowledge of power system operation concepts, processes, and procedures – Highly Preferred.
- Effective written and verbal communication skills.
- Ability to work with people having varied technical skill levels.
- Ability to manage projects and time effectively to meet deadlines. Ability to work independently, as well as on a team, with little to no supervision.
- Ability to build and maintain relationships across multiple teams.
- Excellent written and verbal communication skills.
- Great analytical, critical thinking, and problem-solving abilities even in stressful situations.
- Knowledge of National Electric Safety Code and NERC CIP are a plus.

Education/Experience Requirements

- Bachelor's Degree in Engineering, Computer Science, Information Systems, or a related field from an accredited institution is preferred or an equivalent combination of education and experience may be accepted in lieu of degree.
- 2-3 years of functioning as a SCADA Administrator with electrical utility experience is highly preferred.
- Cooperative experience is preferred.

Basic Requirements

- Hold a valid driver's license in the state of Minnesota.
- Take initiative of projects and hold oneself accountable for workload with minimal supervision.
- Deal with stress related to work events.
- Must be available to work weekends and evenings in the event of a major storm.

Physical Requirements

- Withstand sitting for extended periods of time while looking at a computer screen.
- Occasional bending, reaching, and light lifting.
- Continuously uses speaking to communicate with coworkers, members, and others while conducting work activities.