

SCADA SYSTEM TECHNICIAN

DEFINITION

To independently perform skilled technical duties in the analysis, design, programming, testing, installation and maintenance of data processing systems, Supervisory Control and Data Acquisition (SCADA), Distributed Control System (DCS), computer equipment and peripherals; to operate computer equipment as required; and to develop database application and design and develop reports.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Preventative Maintenance Supervisor.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Perform technical duties in support of water and wastewater treatment infrastructure systems including testing, implementing and maintaining computer applications and systems.

Design, develop and verify reports from various department and City computer applications at the request of management.

Create and maintain users, user permissions, system privileges, passwords and other administrative tasks, maintaining the integrity and security of assigned systems.

Monitor logs and files for evidence of problems and system failures; expedite recovery plans as necessary.

Create back-up and recovery plans and perform necessary backup activities at scheduled times.

Prepare and submit project status reports for the Preventative Maintenance Supervisor.

Train users in various system applications and respond to requests for service.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of computer systems operations and procedure analysis and design.

Records storage and handling techniques.

Local Area Networks, Window operating systems and network terminology.

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Safe work practices.

Pertinent local, State and Federal laws, ordinances and rules.

Project management principles and practices.

Computer operating methods.

Ability to:

Independently perform technical duties involving the analysis, design, programming, testing, installation and maintenance of data processing systems, Supervisory Control and Data Acquisition (SCADA) and Distributed Control System (DCS), computer equipment and peripherals.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; reach, bend, squat, climb, kneel and twist when repairing or installing equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 25 pounds or less.

Perform complex troubleshooting, installation and repair work to board level.

Analyze data and develop logical solutions to data processing application programming problems.

Train or instruct on-line users in use of computer equipment and operating procedures.

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Three years of responsible experience providing technical support for water or wastewater control systems or similar computer systems.

AND

Training:

Equivalent to an Associate's degree from an accredited college or university in computer science or a related field. (Note: An additional two years of responsible

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experience providing technical support for water or wastewater control systems or similar computer systems may substitute for the above educational requirement).

License and Certificate

Possession of a valid California driver's license by date of appointment.

10/11/17

12/01/12 SCADA System Technician