



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Senior Systems Technician</b>	<b>LAST UPDATED:</b>	May 9, 2013
<b>DEPARTMENT:</b>	Public Works	<b>JOB CLASS:</b>	TBD
<b>REPORTS TO:</b>	Utilities Facilities Superintendent	<b>FLSA DESIGNATION:</b>	Non-Exempt

**Summary:** Under general direction of the Utilities Facilities Superintendent, the Senior Systems Technician will coordinate the daily activities and priorities of the Supervisory Control and Data Acquisition (SCADA) automated computer operation water control system and the SCADA System Technicians. Monitors the SCADA automated computer operation water control system to adjust water flow to meet the water supply demands. Oversees the maintenance and updating of department databases and assists MIS/Communication Manager with installing, upgrading and troubleshooting department computers and computer systems. Supervises assigned staff.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Supervises and monitors the daily operations of SCADA automated computer operation water control system with online computer system.
- Prioritizes and assigns work assignments and schedules of assigned staff.
- Counsels, disciplines, evaluates develops, and directs assigned staff.
- Monitors water level alarm systems and directs on-call personnel to troubleshoot problems as needed.
- Monitors water tank levels through SCADA to prevent interruption of water service to residents and businesses.
- Provides training and instructions on procedure and technical repairs to division staff, and makes staff training recommendations.
- Assists and advises Utilities Facilities Superintendent and Systems Technicians during difficult situations; provides expertise in troubleshooting and system problem solving.
- Assists in the enforcement of department and City policies and regulations.
- Assists in developing practices and procedures for personnel and equipment.
- Prepares comprehensive monthly City Council Report and other reports as directed by supervisor.
- Oversees and provides direction to contractors.
- Assists MIS/Communication Manager with installing, upgrading and/or troubleshooting department computer systems.

### Other Important Duties:

- May be required to provide backup assistance, on-call coverage and support to other city divisions and department.
- Travels to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.



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**Required Knowledge and Skills:**

- Knowledge of maintenance, repair, upgrading, and installing SCADA, computer systems, database entry and manipulation and all related equipment, hardware and software.
- Knowledge of computers and related equipment, hardware and software applicable to the assignment including SCADA.
- Knowledge of City policies and procedures
- Knowledge of supervisory methods and practices
- Knowledge of hydraulics and hydraulic engineering practices and principles.
- Knowledge of Federal, State and City regulations related to water distribution.
- Skill in effectively supervising and delegating to assigned staff.
- Skill in monitoring and adjusting water pressures and flows to meet changing demands of water supply.
- Skill in effective oral and written communications.
- Proficiency in entering, retrieving, manipulating, and researching database information.

**Preferred Education, Experience, and Certifications:**

- Associate’s Degree in related field **and** three (3) years progressively responsible computer database and/or troubleshooting experience; **or** equivalent combination of education and experience.
- Must possess a Class C Water Distribution license.
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- Must possess State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to occasional bending, reaching, kneeling and lifting such as troubleshooting and repairing computer hardware, software or peripherals.
- Must monitor alarms and SCADA on a 24-hour basis.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes, infectious diseases, air and water borne pathogens, snakes, insects, and wild life common to utility field sites.
- Must be able to lift up to 30 pounds.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, notebook computer, video camera, 2-way radio, cellular phone, and department vehicles.

*Approved By:*

Signed by Kevin Grant  
*Kevin Grant, Operations Manager*

06/07/2013  
*Date*

Lauren Safranek, Director of Human Resources

06/07/2013  
*Date*