



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

**TITLE:** Systems Technician  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Director of Public Works

**LAST UPDATED:** 02/10/2015  
**JOB CLASS:**  
**FLSA DESIGNATION:**

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**Summary:** Under general direction of the Utilities Facilities Superintendent at Public Works, monitors the Supervisory Control and Data Acquisition (SCADA) automated computer operation of the Water and Wastewater System.

*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:

- Monitors three (Water and Wastewater) Utilities System operation and control system with online computer system.
- Directs on call personnel to troubleshoot system problems as needed,
- Answers after hours phone calls and dispatches on call personnel.
- Provides direction to contractors that work around facilities.
- Provides backup assistance, on-call coverage and support to other city divisions and department.
- Assists office personnel as backup for telephones, customer service, ordering and disbursing office supplies.

### Other Important Duties:

- Travels to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

### 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 hydraulics and hydraulic engineering practices and principles.
- Knowledge of Federal, State and City regulations related to water distribution.
- Knowledge of City policies and procedures.
- Proficiency in the use of computers and computer related software.
- Skill in monitoring and adjusting water pressures and flows to meet changing demands of water supply.
- Skill in effective oral and written communications.
- Skill in entering, retrieving, manipulating, and researching database information.
- Skill in resolving customer complaints and concerns.

### Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., **and** two (2) years computer database and/or troubleshooting experience; **or** equivalent combination of education and experience.
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- Must possess valid State of Texas Driver's License.

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

- Work is performed in office and field environments.
- 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, and 2-way radio, cellular phone, and department vehicles.

*Approved By:*

Signed by Kevin Grant, Asst. Director of Public Works  
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*Kevin Grant, Assistant Director – Public Works*

02/10/2015  
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*Date*

  
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*Shannon Allyn, HR Generalist*

02/10/2015  
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*Date*