



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Water Production SCADA Technician

STATUS: Non-exempt / Union - IBEW

REPORTS TO: Water Production Foreman and

RANGE: Contract

Director of Water Engineering and Operations

POSITION SUMMARY: The Water Production SCADA Technician under general supervision, plans, organizes and participates in a wide variety of professional and technical duties related to the construction, maintenance and repair of SCADA (Supervisory Control and Data Acquisition), telemetry, instrumentation, motor control centers, process control systems and numerous other types of electronic and electrical equipment and machinery associated with pumping, treatment and distribution of potable water. A team player who works harmoniously, efficiently and safely with office and field staff. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the mission and core values of SUB to other employees and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Participates in the design, planning, operation, integration, maintenance, repair, installation and modification of telemetry, process and equipment control, communication equipment, application programs and system support programming.
5. Reviews and participates with Water Production staff and management in monitoring the database for the SCADA system to display and archive accurate information.
6. Researches and evaluates new and existing operational methods, software, techniques and equipment and recommends their application to water production facilities.
7. Plans, inspects, participates, schedules and coordinates with SUB staff, vendors, consultants and contractors in the development and installation of systems and equipment used in the automation/upgrades of SUB's water SCADA facilities.
8. Utilizes advanced skills in the operation of laptops, personal computers and programmable logic controllers.
9. Navigates and interprets SCADA and access control system software applications and makes adjustments as necessary.
10. Trains and instructs production staff in the operation, maintenance and safe work practices concerning SCADA and related equipment.

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11. Uses good judgment to apply the work rules, union contract, utility and division goals, policies and objectives.
12. Responds to emergency callout situations as necessary.
13. Maintains positive and productive working relationships with other staff, supervisors, other divisions and customers through effective oral and written communication.
14. Reads and interprets instrument diagrams, system maps and schematics, and related hardware and software documentation.
15. Complies with SUB's safety rules and state/federal regulations, including NFPA-70E requirements.
16. Demonstrates the ability to work independently or with others to accomplish established goals.
17. Performs all other related duties as assigned and/or directed in an effective and efficient manner.
18. Maintains a valid Oregon driver's license with a good driving and safety record.

Marginal Functions

None

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- None

MINIMUM QUALIFICATIONS

Experience

- Minimum of three recent years experience of applicable work experience

Knowledge, Skills & Abilities

- Industrial process control, water system control strategies, associated field instrumentation, and remote communication telemetry
- Programmable Logic Controllers (PLC) programming changes and additions
- Troubleshoot integrated control systems and experience with Allen Bradley Control ControlLogix, SLC, and Micrologix hardware is preferred
- Work with existing SCADA configuration and Microsoft SQL database to make basic adjustments to process control set points
- Administer Windows server domains preferred
- Remote communications via Ethernet over copper and fiber optic
- Configure and troubleshoot various types of motor controllers including variable frequency drives and soft starters with the assistance of an equipment manual
- Advanced knowledge of personal computers, SCADA and access control software, PLC programming software and MS Office Suite (Word, Excel and Access)
- Advanced knowledge of electronics, trouble shooting of electronic equipment, including identification, test equipment, repair and/or replacement of electronic components
- Self-starter who performs efficiently and effectively to complete tasks with limited direction
- Manage concurrent multiple work assignments
- Communicate effectively orally and in writing
- Represent SUB in a manner conducive to good public relations

Education

- High school diploma or equivalent
- Associate's degree in a related field, or a combination of education and equivalent experience

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times.
- **ABILITY TO DEAL WITH STRESS:** Interacts well with co-workers, managers and the public. Ability to think and react, calmly and professionally in a stressful situation.

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- **VISION:**
 - Far Visual Acuity:** Sees adequately to drive a vehicle.
 - Near Visual Acuity:** Reads small print on correspondence, reports, computer screens, labels, numerous other documents and computer screen.
 - Peripheral Vision:** Maintains full field of vision in all directions to assess proximity to office furniture, building characteristics and construction sites.
 - Color Vision:** Judges red, green and yellow traffic lights adequately to drive vehicles roads or highways.
 - Depth Perception:** Judges depth very accurately when driving vehicles.
 - Night Vision:** Maintains the visual abilities listed above when working at night and in poor light and inclement weather conditions.
- **HEARING:** Hears spoken conversation well while working in the field or around the office despite background noise from others in the room or other communication devices in use. Hears adequately to operate a telephone.
- **SPEECH:** Speaks loudly and clearly enough to be accurately understood at a distance of 10 feet and on the telephone. Speaks clearly communicating by telephone.
- **STANDING:** Stands on the job varying periods of time depending on the activity.
- **SITTING:** Sits for up to 6 – 8 hours per day.
- **WORKER MOBILITY:** Can change position frequently, in and out of office furniture, facility locations or vehicles.
- **WALKING:** Walks around office or facility sites, which may include rugs, vinyl floors, concrete, asphalt and uneven ground or slippery conditions.
- **LIFTING/CARRYING:** 0-10 lbs.-- often; 11-20 lbs.--occasionally; 21-100 lbs.--occasionally; May carry boxes or supplies.
- **PUSHING/PULLING:** Pushing/pulling with or without the use of a hand truck of materials and equipment inside an office. Pushing/pulling is often done while bent over.
- **REACHING/HANDLING:** While in bent over position, worker occasionally works at full extent of his/her reach and leans back while using tools, often standing on one leg and in awkward positions. Writes and keyboards data, draws diagrams, and operates 10-key, computers and telephones.
- **TWISTING:** Rotates head fully to both sides to observe monitors and equipment. Some twisting is required when lifting items or placing in other positions.
- **CLIMBING:** Climbs stairs.
- **CRAWLING:** Not usually required.

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- **ENVIRONMENTAL FACTORS:** Office environment with limited exposure to outdoor environment.
- **PRODUCTS AND MATERIALS:** Office supplies, including cleaning agents for office equipment.
- **MACHINES/TOOLS/EQUIPMENT:** Vehicle, computers, copiers, scanners, fax and other related office equipment.

Revised: June 1, 2016