

City of Lake City, FL

Classification Description

Classification Title: SCADA ANALYST
Department: UTILITIES ADMIN

Pay Grade: 12
FLSA Status: Non-Exempt

General Description

This position requires complex technical work in the administration of SCADA system software and hardware; installation, configuration, diagnosis, repair, maintenance, and upgrade of desktop computers including hardware, application software, operating systems, and peripheral devices operation for the entire utilities department; performs programming work on plant SCADA system software; monitors SCADA system performance; Assists in implementation of new systems and the associated training; does related work as required. Work is performed under the general direction of the GIS Supervisor.

Nature of Work

Essential Functions:

- Provides system analysis, design, development, implementation, maintenance and support of complex multi-user process control, SCADA, and telemetry applications.
- Serves as a leader in SCADA system upgrade projects; analyze user needs and formulates technical specifications and requirements.
- Installs software, maintains documentation and ensures licensing compliance.
- Develops and maintains graphics and screens for facility process control SCADA systems.
- Administers and modifies SCADA database, process loads and reports.
- Maintains data backups; installs upgrades and enhancements.
- Performs all duties associated with the help desk needs of the Utilities department.
 - Responsible for installation, configuration, diagnosis, repair, maintenance, and upgrade of desktop computers including hardware, application software, operating systems, and peripheral devices.
 - Responsible for networking PC clients, which involves the setup and configuration of network cards, communications software, network protocols, email and internet access.
 - Responds to telephone calls, email, and personnel requests for technical support, from Utilities department personnel.
 - Maintains a help desk trouble call database to prioritize and monitor reported problems to insure timely resolution.
 - Assists in implementation of new systems and the associated training as required.
 - Ensures that PC workstations are set up properly for safe usage.

- Supervises the requisitioning of all inventory needs, hardware and software packages for the division and provides support to users.
 - Troubleshoot and repair printers.
 - Tele-Communications hardware and wiring.
 - Virus and spyware removal and prevention.
- Trains qualified co-workers in the use and application of SCADA and telemetry related software and hardware.
 - Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
 - Checks records and reports. Drives a vehicle.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment:

- Thorough knowledge of the water and wastewater treatment plant operations, policies, procedures and methods.
- Thorough knowledge of Windows operating system.
- PLC experience.
- Ability to research and evaluate equipment and software requirements.
- Ability to prepare accurate and thorough written records and reports.
- Ability to understand and follow oral and written instructions and to complete assigned tasks with minimal supervisory direction.
- Ability to determine and recommend alternate procedures to achieve the desired result.
- Works under general supervision with a certain degree of creativity and latitude expected.
- Relies on experience and judgment to perform the functions of the job and to plan and accomplish goals.
- Ability to relate instructions and answer questions in non-technical terms to address individuals on their level. Can provide organized and informative direction to users.

Minimum Qualifications:

Associates degree from an accredited community college with coursework in computer science and/or

considerable experience in the use of computer hardware and software or equivalent experience. Two (2) years of experience in SCADA system development and upgrade with emphasis on the field of water, wastewater, or reuse systems; and two (2) years of experience in troubleshooting computer systems and network problems.

Must have a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Employee must have the ability to access, input, and retrieve information from a computer and to sit at a desk and view a display screen for extended periods of time
- Ability to communicate both orally and in writing
- Heavy (45 pounds and over) lifting and carrying
- Depth Perception
- Distinguish colors
- Walking
- Climbing
- Smelling
- Driving

Environmental Conditions:

- Works inside in an office environment the majority of the time.
- Works out-of-doors in various weather conditions with: noise, dust, fumes, gases, chemicals, solvents, grease or oils, electrical energy, slippery surfaces, uneven surfaces, in or with moving objects and odors when necessary.
- Occasionally works at heights (up to 60 feet)
- Occasionally works with vibrations

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Employee Name Printed

Employee Signature

Date