

CM /rrp
09/25/2024

RESOLUTION NO 2024 - 120

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN JOB POSITION AND DESCRIPTION FOR SENIOR SCADA ANALYST; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID POSITION AND DESCRIPTION; DIRECTING THE CITY MANAGER TO INCLUDE SAID POSITION AND DESCRIPTION IN THE CITY'S POSITION DESCRIPTIONS MANUAL; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City ("City") presently has an approved Position Description Manual (the "Manual") describing all authorized job positions for the City; and

WHEREAS, the City has need of a new position entitled "Senior SCADA Analyst" (the "New Position"); and

WHEREAS, the City desires to approve the New Position and include the description for the New Position in the Manual; and

WHEREAS, approving the New Position and including the description for the New Position in the Manual is in the public interest and in the interests of the City; now therefore

BE IT RESOLVED by the City Council of the City of Lake City, Florida:

1. Approving the New Position and including the description for the New Position in the Manual is in the public or community interest and for public welfare; and
2. In furtherance thereof, the New Position as described in the position description in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
3. The City Manager is directed to take such actions as are necessary to include the New Position and the description thereof attached as the exhibit hereto in the Manual; and
4. All prior resolutions of the City Council of the City of Lake City in conflict with this

resolution are hereby repealed to the extent of such conflict; and

5. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ____ day of October, 2024.

BY THE MAYOR OF THE CITY OF LAKE CITY,
FLORIDA

Stephen M. Witt, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL
OF THE CITY OF LAKE CITY, FLORIDA:

Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Clay Martin, City Attorney

City of Lake City, FL

Classification Description

Classification Title: Senior SCADA Analyst
Department: Utilities Administration

Pay Grade: 12
FLSA Status: 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 Director of Technology.

Nature of Work

Essential Functions:

- Provides system analysis, design, development, implementation, maintenance and support of complex multi-user process control, SCADA, and telemetry applications.
- Isolates problems that occur with the SCADA system; resolves problems on SCADA computers; resolves problems on SCADA control software;
- Serves as a leader in SCADA system upgrade projects; analyze user needs and formulates technical specifications and requirements.
- Installs software, maintains documentation and ensure licensing compliance.
- Develops and maintains graphics and screens for facility process control SCADA systems.
- Maintains and modifies Alarm notification, including SMS, VOIP and alarm historization.
- Administers and modifies SCADA database, process loads and automated reports.
- Communicate technical SCADA issues with leadership and operations team to ensure a thorough understanding of impact to systems.
- Advise upper management of needed technology upgrades and assist in planning for upgrades. Provide input and cost information for budgets.
- Develop and implement methods for backing up all systems, including PLCs and servers, to maintain a current library of all custom applications and historical operational data ensuring that all data is retrievable.
- 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.

**EXHIBIT TO
RESOLUTION**

**NOT FOR
EXECUTION**

- 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.
- Ability to research and evaluate equipment and software requirements.
- Ability to prepare accurate and thorough written records and reports.
- PLC experience, preferably Allen-Bradley PLC's utilizing RSLogix 5000 software package
- Understanding of OPC and OPCUA based data collection
- Experience with Time series Historians preferably Canary Historian.
- Read and understand blueprints and schematic diagrams.

- Ability to create scheduled automated reports.
- HMI Experience, Preferably Inductive Automation's Ignition and GE Proficy iFix
- 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 with an acceptable driving record.

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 change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name: EXHIBIT-NOT FOR EXECUTION
Employee

Signature: EXHIBIT-NOT FOR EXECUTION
Employee

Date: _____

**EXHIBIT TO
RESOLUTION**

**NOT FOR
EXECUTION**