

Department: Water

Position: **IT/SCADA/Automation Tech I**

Pay Grade **10**

Accountable To: Facilities Maint/IT/WW Manager, and Water/Wastewater Director

Supervision Exercised: Department personnel as assigned

Position Objective: To assist the Facilities Maint/IT/WW Manager in all duties at the water and wastewater plants for computers, IT, SCADA Systems, automation, and equipment installation repair and maintenance.

Duties and Responsibilities:

Works directly with the Facilities Maintenance/IT/WW Manager on all facets of the water and wastewater plants computers, electronic equipment, equipment maintenance, troubleshooting and repair of equipment, new installations, programming computers/ PLC's/RTU's etc., and security systems.

Skills:

Interpersonal and public relations; Advanced knowledge in computer programming, IT, SCADA systems, electrical components, and good troubleshooting abilities related to these skills, as well as good mechanical aptitude with various types of equipment .

Mental Demands:

Routine and non-routine duties; major decision making ability; working around electricity with various voltages, working in tight spaces and in stressful situations.

Experience:

At least 1 year direct experience with IT, SCADA, automation and computers. Previous work in the water and wastewater field a plus.

Education/Training:

An Associate's Degree in mechanical/electrical studies or related field. Graduation from a trade school specializing in computer programming, IT, and automation or a combination of formal education and experience.

Working Conditions:

Exposure to water, hazardous chemicals, confined spaces, electrical equipment, and inclement weather at times. On call and call outs 24/7.

Physical Demands:

Good physical health and condition; standing; stooping; reaching; sedentary; manual dexterity; kneeling, etc.

Contacts:

All City Departments; vendors; suppliers; general public; State and Federal Regulators.

Special requirements:

Valid Colorado driver's license and a home/cell phone. The city has determined that this position is classified as "Safety Sensitive" which requires pre-employment drug and alcohol testing, and "random" drug and alcohol testing while employed in this position.

RECEIPT AND ACKNOWLEDGEMENT

I acknowledge and understand that:

- 1) Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- 2) This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.
- 3) Nothing in this job description restricts management's right to change, assign, or reassign duties and responsibilities to this job at any time.
- 4) Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the City.
- 5) I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____