

Sacramento Suburban Water District
Classification Specification

Job Class: SCADA Technician I/II

FLSA Status: Non Exempt

Effective Date: March 16, 2023

Definition

Performs a variety of technical duties in the review, design, programming, testing, installation and maintenance of data processing systems, Supervisory Control and Data Acquisition (SCADA), Programmable Logic Controller (PLC) software, Human Machine Interface (HMI), and computer equipment and peripherals; operates computer equipment as required; designs and develops reports.

Distinguishing Characteristics

SCADA Technician I - This is the entry level class in the SCADA Technician series. Positions in this class may have little directly related work experience. The SCADA Technician I class is distinguished from the II level by performance of less than the full range of duties assigned. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned areas of responsibility are learned.

SCADA Technician II – This is the journey level class in the SCADA Technician series and is distinguished from the I level by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise, and are fully aware of the operating procedures and policies within the work unit.

Examples of Essential Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Performs technical duties in support of drinking water infrastructure systems, including testing, implementing and maintaining SCADA applications and associated systems.
- Supports SCADA users to implement accurate updates and improvements; trains users in various system applications, and responds to requests for service.
- Reads, understands, and/or updates schematics, software control descriptions, design drawings, and specifications for SCADA-related modifications.

- Designs, develops and verifies reports from various departments and District computer applications, including project status reports.
- Monitors logs and files for evidence of problems and system failures; expedites recovery plans as necessary.
- Inspects and reviews work performed by consultants, contractors and/or vendors to ensure District facilities operate as intended.
- Performs emergency response and troubleshooting duties to address SCADA-related issues as needed.
- Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.
- Performs related duties as assigned.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.

Minimum Qualifications

Knowledge of:

- Principles of computer systems operations and procedure review and design.
- Records storage and handling techniques.
- SCADA, PLC, HMI, and remote telemetry principles and practices.
- Safe work practices.
- Pertinent local, State and Federal laws, ordinances and rules.
- Project management principles and practices.
- Computer operating methods.

Ability to:

- Perform technical duties involving the review, design, programming, testing, installation, troubleshooting and maintenance of data processing systems, computer equipment, and peripherals.
- On a continuous basis, know and understand operations; observe and comply with safety rules and standards; intermittently review problem equipment; identify and locate equipment; interpret work orders; remember equipment location and explain jobs to others.
- Understand and comply with all District policies, procedures, rules and regulations.
- Review data and develop logical solutions to data processing application programming problems.
- Train/instruct users regarding computer equipment and operating procedures; respond to requests for service.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Pass pre-employment physical and background check.

Experience and Education:

SCADA Technician I

Experience: Two (2) years of demonstrated increasingly responsible experience operating or providing technical support for control systems.

AND

Education:

A high school diploma or equivalent. An Associate's Degree in Computer Science or related field can be substituted for the required work experience.

SCADA Technician II

Experience: Four (4) years of experience operating or providing technical support for drinking water or wastewater control or similar systems and related work at a level equivalent to the SCADA Technician I.

AND

Education:

A high school diploma or equivalent. An Associate's Degree in Computer Science or related field can be substituted for two (2) years of required work experience. A Bachelor's Degree in Computer Science or related field can be substituted for three (3) years of required work experience.

Licenses and/or Certifications:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Working Conditions and Physical Demands

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Operates District vehicles and equipment for field installations, maintenance, and repair work.
- Communicates verbally with District management, coworkers, and the public in face-to-face, one-on-one, and group settings.
- Regularly uses a telephone for communication.
- Ability to use office equipment such as computers and copiers.
- Sits or stands for extended time periods.

- Ability to carry, reach, and lift supplies and equipment weighing up to 50 pounds.
- Ability to push, pull, and maneuver supplies and equipment of varying weights and configurations.
- Ability to stoop, kneel, crouch, crawl, and climb during repair work.
- Stands and walks for extended time periods and on uneven terrain.
- Works outdoors as needed in all weather conditions with exposure to dust, dirt, water, and significant temperature changes between cold and heat.
- Hearing and vision within normal ranges with or without correction.
Occasionally required to change working hours or work overtime to respond to after-hour emergencies.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: March 17, 2023

By:  _____

Dan York
General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature

Date