

## **SCADA COORDINATOR**

### Definition:

Plan and schedule the maintenance of the SCADA system including treatment plants, raw water systems and stream flow telemetry systems and perform related duties as required.

### Distinguishing Characteristics:

This class has both programmatic and lead supervisory responsibilities. The class also performs high level technical work in the installation and maintenance of SCADA equipment. Required duties include work outside in all types of weather as well as inside with prolonged periods of sitting; regularly walking on uneven surfaces which may be slippery or wet, bending, stooping, reaching lifting and carrying 35 lbs., ability to discern colors and focus sight close and distant and ability to do fine manipulation of small controls. Operates a vehicle on a regular basis.

### Examples of Duties:

- plans and schedules maintenance on the Agency SCADA systems;
- reviews expansion or improvement plans;
- administers service contract with consultants;
- assist in the development of specification for SCADA equipment;
- tracks work orders and maintains records of maintenance and programming done;
- may direct the work of staff and consultants; develops maintenance procedures and schedules;
- evaluates equipment for purchase, repair or replacement; orders necessary tools and supplies;
- ensures proper installation and preparation of new equipment by vendors and contracts;
- assists in the design and cost estimates of new sites and equipment;
- analyzes equipment, software and network functions and operations and takes appropriate actions and performs related duties as required.

### Qualifications:

### Knowledge of:

- electronic telemetry systems, SCADA equipment and software;
- federal and State regulations pertaining to the operation of microwave and radio transmitters;
- safety regulations and procedures related to working with electronic equipment;

## **SCADA COORDINATOR**

- operating principles of programmable electronic control systems;
- electronic test equipment and computers;
- scheduling maintenance of electronic equipment;
- principles of supervision and training; principles of contract administration and project management;
- electronic network design principles and communication network design principles;
- familiarity with spread spectrum and licensed frequency radios;
- verbatim telephone dialers, CSU/DUS units and Cisco communication equipment.

### Ability to:

- work effectively with other staff, vendors, contractors and consultants;
- work with little direct supervision;
- analyze problems with equipment, programs, networks and installation procedures and take appropriate corrective measures;
- comprehend and work effectively from schematics, specifications, and drawings;
- provide instruction and training to other staff;
- prepare clear and concise reports;
- effectively administer contracts to ensure compliance with contract provisions and proper installation and operations;
- read, interpret and follow complex instructions, rules and regulations;
- communicate effectively both orally and in writing;
- keep accurate and complete records of work requested and accomplished;
- develop maintenance schedules and protocols.

### Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of two years of college level coursework in electronics and electronic equipment maintenance and five years experience in maintaining electronic control equipment similar to that used in water and wastewater applications. In addition, experience in contract administration and project management is preferred as is experience with various kinds of Allen-Bradley PLCs, SLCs and Intellusion software. An equivalent combination of experience and education may be acceptable.

**SCADA COORDINATOR**

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.