

**SAN BERNARDINO MUNICIPAL WATER DEPARTMENT**

**WATER RECLAMATION SCADA SYSTEM OPERATOR**

**JOB DESCRIPTION**

Under supervision, to monitor, and participate in the control of processes through adjustments to equipment using SCADA computers; provide technical computer support to the operations group through data archiving, SCADA system back up, operations report generation and development and coordination of SCADA system operation with the SCADA System Manager; and to perform related work as required.

**REPRESENTATIVE DUTIES**

Provides courteous and expeditious customer service to the general public and City department staffs; Operates SCADA system computers and monitors status of facility process operations; Remotely initiates process control changes as necessary; trouble-shoots SCADA system software problems; maintains work and computer operation records; assists in computer equipment preventative maintenance; coordinates maintenance activity with maintenance personnel; coordinates activities with software and hardware integration personnel; performs minor changes in software programming; assists in providing training on use of computer equipment for department personnel; Recommends changes in system operations when necessary; use Excel spreadsheet software in conjunction with SCADA data; Operates department vehicles; and performs other related duties.

**MINIMUM QUALIFICATIONS**

Graduation from high school or G.E.D.; Four (4) years experience in the operation of a wastewater treatment facility which incorporates preliminary, primary, secondary (activated sludge), anaerobic sludge digestion, and dewatering treatment processes. Possession of a valid Wastewater Treatment Plant Grade I Operator Certificate issued by the California State Water Resources Control Board. One (1) year practical experience in using Wonderware application software including exposure with INSQL. Must possess a valid California Class "C" Driver's License and maintain a driving record acceptable to the Department's insurance carrier. NOTE: For out-of-state applicants, a valid driver's license is required within ten (10) days after appointment (CA Vehicle Code 12405a).

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### **GENERAL QUALIFICATIONS**

#### **Knowledge of:**

Principles, methods, procedures and processes of a wastewater facility;  
Intermediate level knowledge of computer related equipment operations principles and practices in methods of electronics data acquisition;  
Supervisory Control and Data Acquisition (SCADA) theory;  
Basic understanding of PLC application as it relates to SCADA system operation;  
Appropriate safety precautions and procedures;  
General knowledge of principles and theory of electricity, electronics, and mechanics as they apply to SCADA systems in use at a wastewater facility.

#### **Ability to:**

Read and write at a level sufficient for job success;  
Maintain moderately complex records;  
Write legibly;  
Understand and carry out oral and written instructions;  
Establish and maintain effective relationships with those contacted in the course of work;  
Communicate clearly and concisely, orally and in writing;  
Work under moderate stress conditions;  
Handle emergency situations as directed;  
Complete simple mathematical calculations;  
Apply principles of logic to define and solve problems;  
Archive SCADA historical data and present in report format as requested;  
Interpret technical manuals, drawings and specifications, and schematics;  
Instruct operators in SCADA methods and practices;  
See in the normal vision range with or without correction;  
Hear in the normal audio range with or without correction;  
Maintain a driving record which meets Vehicle Code standards and is acceptable to the Department and its insurance carrier;  
Lift 10-50 pounds in normal duties;  
Work indoors and out in a variety of environmental conditions.

### **ORGANIZATIONAL RELATIONSHIPS**

The SCADA System operator is the technical computer operator-level position of the Water Reclamation Operations Section reporting to the Water Reclamation Plant Supervisor.