



City of South Bend

Vacancy Announcement

Post Date: Wednesday, July 15, 2015

Closing Date: Until Filled

## **SCADA/INSTRUMENT SPECIALIST**

**Category:** Full Time

**Department:** Public Works/Environmental Services/Wastewater

**Reports To:** Director of Maintenance and Wastewater Engineering

**Schedule:** Monday-Friday, eight hours between 7 AM-5 PM. Schedule subject to vary based on departmental need.

**Pay Rate:** \$43,000-\$53,000/yr. (Exempt)

**Position:** SUMMARY

Directs/manages and participates in the installation, diagnosis and repair of wastewater electronic monitoring and control equipment such as the Supervisory Control and Data Acquisition, (SCADA), electrical/electronic and computer components, PLC's, radio equipment, computer software, and instrument calibration. The equipment is located at the Wastewater Treatment Plant, lift stations and CSO overflow points in the collection system.

### **SUPERVISION EXERCISED**

- Not applicable

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Coordinates and performs ongoing calibration and maintenance of all process instrumentation to assure accuracy, safety and reliability of process.
- Coordinates and performs installation, commissioning and maintenance of process control computer and communication systems.
- Develops, maintains and modifies maintenance schedules for the servicing and calibration of all electronic equipment and instrumentation.
- Assures that the necessary equipment and materials are available for repairs and service calibrations.
- Assures that all work completed in the department complies with the Occupational Safety and Health Administration, as well as all other applicable policies and regulations.
- Maintains detailed company records of any additions and modifications made to equipment, process and procedure.
- Conducts field inspections of structures, equipment and instrumentation to assure that they are mechanically sound, electrically safe, operating properly and in good condition.
- Works with various departments and outside contractors. Personally inspects work to assure that it is being performed properly and within company guidelines.

- Reviews preventive maintenance, scheduled maintenance and repair work orders. Compares them with historical data to assure that department functions are being properly carried out and to assist in forming department work plans.
- Serves on emergency duty to resolve operational problems, which may arise at any time.
- Assist Director in the development of annual O & M Budget.
- Remains abreast of the latest industrial developments relating to the electrical and instrumentation maintenance field and may make recommendations for updating or improving existing equipment.

#### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Other duties as assigned.

#### **QUALIFICATIONS/ EDUCATION AND/OR EXPERIENCE**

- High School diploma or equivalent. Technical degree/certificate desired.
- 3-5 years related experience for public utilities or private industry.

#### **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Knowledge of electrical/electronic maintenance work.
- Knowledge of process instrumentation and calibration.
- SCADA and process control experience desirable
- Basic knowledge in electronics, hydraulics, mathematics, mechanics, and pneumatics.
- Ability to communicate effectively within company, outside contractors and other utilities.
- Working familiarity with corporate systems and applications.
- Computer programs for SCADA and instrumentation calibration and trouble shooting.
- Experienced with programmable logic controllers (PLC's) set up, maintenance and repair.
- Must possess knowledge of methods, basic electronic principles and N.E.C. electrical codes to diagnose and repair.
- Must possess thorough knowledge and ability to read schematics, make written material and parts requests.
- Ability to prepare a bill of material for new projects to management.
- Windows NT Administration, Server and Workstation.
- Oracle DBA skills.
- PLC programming.
- Radio propagation and path analysis studies.
- MS Access Database programming.
- Intellution Fix HMI software and HMI software in general.
- General office software, MS Office suite.
- Radio programming and diagnostic software.
- Piccolo Hydraulic modeling software.
- T1, lease line, fiber optic, multiplexers, routers, LANs and networking etc.
- Instrumentation.
- Automation design.
- Maintenance Management Systems.
- Hydraulics.
- GIS.
- Must be able to read and understand programmable controllers, write programs for P.C. controllers, such as; G.E. Furnace, Allen-Bradley, SQ-D (SY MAX) PLC controllers and VFD drives.
- Must negotiate stairs.
- Must visually trace piping.

- Must be able to hand operate manual valves from below floor level to ceiling height.
- Must be able to climb and work on a ladder.
- Must be able to work around open and unprotected water.
- Must be able to work in high places.
- Must be able to make decisions based upon audio and visual observations.
- Must be able to work in confined spaces.
- Must be able to work alone as well as have the ability to interact with coworkers and public with tact and diplomacy.

**CERTIFICATES, LICENCE, REGISTRATION:**

- A valid Driver's License is required.

**EQUIPMENT**

Calculator, computer, Telephone, Fax Machine, Photocopier. Drive City Vehicle, use manhole confined space equipment, use gas and water testing equipment. Use electronic testing equipment to perform trouble shooting on Instrumentation and computer equipment. Must wear steel toed boots, cold weather gear, Arc Flash clothing and related equipment.

**PHYSICAL DEMANDS:**

The physical demands described here 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 functions.

While performing the duties of this job, the employee will frequently be required to sit, walk, talk, and hear. The employee is occasionally be required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must be able to lift and/or move up to 60 pounds as needed. Ability the work in adverse weather conditions requiring and moderate degree of physical stamina. Specific vision abilities required in this job include vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

Work to include inside office environment and outside street work. Includes entering confined spaces and manholes, performing Plant and Lift Station inspections.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601.

**Pre-employment drug screen required**