

CLASS TITLE: INDUSTRIAL CONTROL SYSTEMS ANALYST

PURPOSE OF THE CLASSIFICATION: Under general supervision analyzes industrial control systems in a specialized application/systems environment, provides technical support and guidance, troubleshooting and repairing systems, incorporates necessary changes in complex computer and communication equipment operations and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs basic systems design changes and analyzes performance in Water Supply and the Pollution Control's computerized industrial control systems
- Works with instrument technicians and computer users to troubleshoot and solve problems in hardware systems and/or software packages
- Completes field installation, tests, maintains and monitors/programs industrial control system equipment
- Maintains system upgrades and backs up computers, networks, industrial control systems and various related programs
- Installs, fine tunes, troubleshoots and solves application software and network operating system problems, identifying and replacing failed system components
- Provides support to users on personal computers, including Human-Machine-Interface (HMI) and a wide variety of end user programs
- Installs personal computers, peripherals, software and completes modifications to software as necessary
- Administers LAN by installing new user and share names
- Assists in installing, operating, testing and maintaining Supervisory Control and Data Acquisition (SCADA) systems and industrial control systems equipment
- Writes user procedures and application documentation
- Develops and implements procedures to handle user requests for service, backup procedures and recovery plans
- Orders and maintains an inventory of essential spare parts and supplies
- Reads and analyzes blueprints and schematics for manufactured electrical, mechanical and electronic systems
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree or completion of sixty (60) hours coursework from an accredited college or university in computer science, computer technology, electrical engineering, mathematics, electronic technology or a related field; or 600 clock hours in an approved technical program in electronics or control systems; and five (5) years' experience in the maintenance and troubleshooting of industrial computer control systems and related communications equipment; or five (5) years of professional experience in computer applications programming in PLC, HMI, DCS, and SCADA systems; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Employee will be eligible for a one (1) step pay increase following the successful completion of thirty two (32) hours of Advanced Level 1 SCADA training (or Advanced Level 2 SCADA training if already completed Advanced Level 1) and one (1) year of employment in the position. Employee will be eligible for an additional one (1) step pay increase after obtaining a Class "A" Operator's license issued by the Department of Environmental Quality and two (2) years in the position.

Knowledge, Abilities and Skills: Considerable knowledge of industrial computer control systems software; SCADA control equipment; centralized software systems and related communication technologies, including licensed and non-licensed radios; considerable knowledge of the standard tools, materials, methods and practices of the electrical

and electronics trade and related safety policies, procedures and practices; and good knowledge of SQL Server operating principles. Ability to work independently and to recognize, analyze and solve complex programming problems; ability to perform and/or coordinate the installation, maintenance and troubleshooting of water and wastewater treatment control systems, devices and equipment; ability to analyze, design and implement plans to incorporate control system changes; ability to read and interpret blueprints, schematics and specifications; ability to prepare and maintain documentation of computer/communication operating procedures; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key and telephone; occasional lifting and carrying up to 50 pounds; may require sitting for extended periods of time; subject to standing, bending, reaching, walking and repetitive movements; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and the employee must show positive intent to obtain the appropriate valid Oklahoma Class "B" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ) within two (2) months from hire date and must obtain the license as required by state regulations/law.\

WORKING ENVIRONMENT: Working environment is primarily indoors in a non-office setting; requires extensive travel to various City locations to perform system maintenance and operational duties. Some work will be outdoors and in inclement weather.

Class Code: 2538

EEO Code: N-03

Pay Code: AT-36

Group: Clerical and Administrative

Series: Data Processing and Information Services

Effective date: October 10, 2016