POSITION DESCRIPTION
SCADA Technician Trainee

JOB TITLE:  SCADA Technician Trainee         DIVISION:  Eastern
REPORTS TO:  Plant Operations Superintendent  DEPARTMENT:  Gas, Water, Wastewater
EFFECTIVE DATE:  May 2014

SUMMARY:
This is a trainee level position responsible for assisting experienced SCADA Technicians in preventative maintenance, corrective maintenance, and predictive maintenance tasks.

Essential Duties and Responsibilities:

1. Assisting qualified personnel in the installation, programming, inspection, calibration, maintenance, operation, troubleshooting, repairing, and adjustment of various electric, electronic, and pneumatic devices, including Programmable Logic Controllers (PLC) and Supervisory Control and Data Acquisition (SCADA) systems.
2. Work closely with Operations personnel on a daily basis and respond to their gas, water, and waste water needs.
3. Perform rudimentary maintenance tasks such as cleaning, dusting, replacing lights, or wiping down enclosures.
4. Assisting qualified personnel in resolving data communication problems during outages.
5. Assisting qualified personnel in updating software and software configurations as needed to maintain system integrity.
6. Assisting qualified personnel in performing scheduled compliance and/or maintenance checks and/or work orders on all equipment under his/her responsibilities.
7. Assisting qualified personnel in changing out lights and antennas on towers.

Knowledge, Skills, and Abilities:

1. Knowledge of proper and safe use of hand tools.
2. Skill in basic math including unit conversions and algebra.
4. Ability to document work, material and daily maintenance procedures, work instructions, and inspection and maintenance activities in a legible and accurate manner.
5. Ability to receive, understand, and implement verbal or written instructions.
6. Ability to communicate orally and in writing with a cross functional group of coworkers.
7. Ability to develop and maintain positive relationships with employee and customers.
8. Ability to work productively in a solitary work environment or in a group setting.
9. Ability to have regular and predictable work attendance.
Work Environment/Physical Demands:

Position requires a high level of commitment during working and off hours due to the continuous nature of processes that are involved. **Position is 90% field time and 10% office.** Lifting demands could be 50 pounds +/- for a short duration. Walking, jumping and balancing are required. Climbing is required up to 180 feet for Water Tank or Tower inspection.

Environments that will be encountered are:

- Waste Water including but not limited to feces, urine, grease, oil, and sludge.
- Mercaptan
- Noxious odors are normal.
- Insects including but not limited to roaches, midges, flies and worms.
- Enclosed and confined spaces including but not limited to man holes, clear wells and lift stations.
- Heights not to exceed 200 feet.
- Office environment

Minimum Qualifications:

- High school diploma or equivalent. Experience working in industrial, process, operations, military or computer fields is desired but not required.
- Must possess or be able to obtain a valid driver’s license within 60 days of employment.