

# **GLENN-COLUSA IRRIGATION DISTRICT JOB DESCRIPTION**

## **SCADA Specialist**

**September 2019**

**Reports to: Water Operations Superintendent**

### **Definition/Summary**

Under direction of the Water Operations Superintendent, participates and contributes to the District's SCADA and water operations activities. Assist with organizing, maintaining, and expanding the District's SCADA hardware and troubleshooting system errors/alarms. Maintain and update District's water accounting software, including the Water Information System (WIS) Database. Assist the Water Operations Superintendent in all reporting functions.

### **Essential Functions**

- Familiarity with Telepace and Isograph programs, or similar programs.
- Experience with installation, maintenance, and replacement of Scadapack or similar type controllers.
- Ability to specify, install, and program meters i.e. Mace, Sontek and Sinex.
- Assist SCADA department with data collection, analysis and refinement.
- Perform data entry into the District's WIS database.
- Become familiar with District water accounting database and assist with preparation of annual *Water Measurement Report*.
- Assist with monitoring and recording refuge deliveries.
- Coordinates with Water Operations and Engineering Departments to calibrate outflow devices under different flow conditions.
- Capability of programming radios and other SCADA related equipment.
- Troubleshoot errors and alarms on SCADA system.
- Inventory and organize complex SCADA system (radios, RTUs, meters). (Ensure that District standards are met for data collection, drawings, plans, maps, filing, and other work.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Demonstrate regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Coordinate with maintenance and water operation departments to meet District objectives.

### **Other Duties**

- Maintains proper work safety standards.
- Performs related duties as assigned.

## **Job Standards/Specifications**

### **Knowledge of:**

- Different radio frequencies and licenses
- Operations, services and activities of irrigation water distribution and operations program.
- Record keeping principles and practices.
- Management skills to analyze programs, policies and operational needs.
- Computer concepts, with the ability to record data and down load reports.
- Occupational hazards and standard safety precautions.

### **Ability to:**

- Assist with coordination and implementation of District water operations and engineering projects in coordination with staff, consultants, agency personnel, and others.
- Perform data collection accurately and as directed.
- Assist with review and preparation of a variety of engineering studies and reports.
- Use computer systems and software packages related to engineering analysis and functions.
- Communicate clearly and concisely, both orally and in writing; prepare clear and focused correspondence and reports.

### **Typical Physical Activities**

- Travel by vehicle while conducting company business.
- Work above and around water, boats and related equipment.
- Work in an environment with exposure to dust, dirt, and hazardous materials.
- Ability to carry, push, pull, reach, and lift objects of light to medium weight.
- Ability to lift or move objects of up to 50 pounds when engaged in field work.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 25 pounds such as large binders, computers, and small office equipment.
- Sit for extended time periods.
- Stand and walk for extended time periods.
- Use office equipment such as computers, copiers, and FAX machines.
- Hearing and vision within normal ranges with or without correction.
- Irregular or extended work hours: occasionally required to change working hours or work overtime.

## **Environmental Factors**

- Exposure to the sun: 70% or more work time spent outside a building and exposed to the sun.
- Considerable work time may be spent in all types of weather conditions: temperatures above 100 degrees, wind, wet and cold conditions, and humidity.
- Noise: occasionally may be exposed to unusually loud sounds.
- May work on slippery or inclined surfaces.
- May work in or around areas with minor amounts of dust.

## **Desirable Qualifications**

Education: Some educational background in the field of Engineering, with an interest or emphasis on hydrology; or equivalent of four years of work experience in one of these fields.

## **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License is required at the time of appointment. Applicant should possess and have proof of a driving record free of multiple or serious traffic violations accidents for two consecutive years.

**I have reviewed this Job Description and agree with its contents.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

***The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***