



TITLE: Utility SCADA/Instrumentation & Control Technician
PG: GN
DEPARTMENT: Public Utilities
REPORTS TO: Assistant Superintendent of Public Utilities
REVISION DATE: JULY 2024

PURPOSE OF POSITION:

The purpose of this position is to perform skilled, technical work in the installation, programming, maintenance, repair, replacement, and testing of the Gallatin Public Utilities Supervisory Control and Data Acquisition (SCADA) system and related infrastructure components. May direct the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Responsible for monitoring the Department's Supervisory Control and Data Acquisition network and systems.
2. Installs and tests electronic process control equipment, instrumentation, and software.
3. Maintains, repairs, replaces, and updates electronic process control equipment, instrumentation, and software.
4. Modifies equipment programming and set points.
5. Reads and interprets system design plans and installation documentation.
6. Calibrates electronic process control equipment and instrumentation.
7. Troubleshoots issues with electronic process control equipment, instrumentation, and software.
8. Reads and understands wiring diagrams, P&ID's, and other electrical, process control, and instrumentation plans and documents.
9. Prepares operational records, completes service orders, and makes detailed reports.
10. Ensures safe work methods are followed and appropriate safety equipment and precautions are utilized.
11. May be required to work overtime and/or be on call; and be able to respond to emergencies within a reasonable time.
12. Runs errands, picks up supplies and materials.
13. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma/GED, with two (2) to five (5) years' recent work experience in the construction, maintenance, or repair of water, sanitary sewer, or natural gas utilities or related utilities experience.
- Preferably to include experience with Supervisory Control and Data Acquisition (SCADA) systems, or an equivalent combination of education, experience, and training.
- Must have a valid driver's license.

SPECIAL REQUIREMENTS:

- Must successfully complete Operator Qualification training administered by the Gallatin Natural Gas Department within 6 months of hire/promotion into the class, and must retain qualification throughout employment in order to work on the City of Gallatin's natural gas system.
- This position is subject to DOT Pipeline and Hazardous Materials Safety Administration (PHMSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 199.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Supervisory Control and Data Acquisition networks and systems.
- Knowledge of applicable electronic process control equipment

- Knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of SCADA system equipment and software.
- Knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of SCADA system equipment.
- Knowledge of low voltage AC/DC control circuits.
- Knowledge of hand-held computers and meter reading equipment.
- General knowledge in the use of common hand and power tools.
- Some knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.
- Ability to operate a hand-held computer.
- Ability to establish and maintain effective and professional working relationships with vendors, staff, and governmental officials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Physical activities include climbing, balancing, stooping, standing, walking, pushing, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

WORK ENVIRONMENT:

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, fumes, airborne particles, moving parts of machinery and extreme weather conditions both hot and cold, including wetness and humidity. Risk of electric shock. Work is generally outdoors.

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.