

## ENCINA WASTEWATER AUTHORITY

**DATE:** August 2017 (revised)  
**POSITION TITLE:** Systems Specialist  
**DEPARTMENT:** General Services  
**REPORTS TO:** Systems Manager  
**FLSA STATUS:** Nonexempt

**POSITION SUMMARY:** The System Specialist is a professional classification that is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware, software, and related infrastructure. This individual participates in managing and developing activities within the Enterprise Resource Planning (ERP) system. The Systems Specialist also ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values enabling staff and volunteers meet organizational goals. Secondary functions would include Supervisory Control and Data Acquisition (SCADA) configuration; electrical and instrumentation equipment; process controls; monitoring equipment; the Biosolids Environmental Management System (EMS) program; and performing other related duties as assigned.

**SUPERVISORY DIMENSIONS:** None

### **ESSENTIAL JOB DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Promotes the Authority's Mission, Vision, and Values.
- Establishes system specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing system infrastructure.
- Possesses interpersonal phone skills, written and verbal communications skills, strong customer service; has the ability to function under general supervision with limited direct instruction working independently with a high level of productivity.
- Provides Help Desk support for workstations as well as providing telecommunications and computer-related training and assistance to employees.
- Establishes system by planning and executing the selection, installation, configuration, and testing of desktop and server hardware, software, Local Area and Wide Area Networks, and operating and system management systems; defining system and operational policies and procedures.

- Installs, tests, adjusts, modifies, and maintains software and hardware associated with microprocessor controlled devices and systems such as programmable logic controllers and micro-computers, process control equipment, telemetering devices, recorders, sensors, alarms, and controllers.
- Performs system monitoring and analysis, and performance tuning; troubleshoots system hardware, software, networks and operating and system management systems; designs and runs system load/stress testing; escalates application problems to vendor.
- Develops system access, monitoring, control, and evaluation; establishes and tests disaster recovery policies and procedures; completes back-ups and maintain system documentation.
- Upgrades system by conferring with vendors and services; develops, tests, evaluates, and installs enhancements and new software.
- Generates programming documentation and preventative maintenance reports.
- Utilizes Microsoft Office applications, software associated with Allen Bradley Programmable Logic Controllers (PLC's), and related systems and equipment.
- Ensures safe, effective and efficient methods of operating and maintaining specialized tools and computer system testing devices.
- Assists in budget preparation by recommending systems requirements, tools, equipment, contract services, warehouse critical spare parts, and related capital expenditures.
- Requisitions parts and materials, contacts vendors for pricing of specialized parts and services, and oversees and inspects work performed by outside vendors and contractors.
- Maintains accurate documentation of parts and materials withdrawn from inventory.
- Supports Biosolids Environmental Management System (EMS) tasks as required.
- Drives Authority vehicles.
- Operates forklifts, utility carts, and other such equipment as required within the plant compound.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills, and Physical Abilities Required for These Duties:

- Knowledge of the safe and proper use of specialized hand and power tools, test meters and related equipment to troubleshoot, repair, adjust and perform preventative maintenance on various computer, supervisory, data acquisition, process controls and measurement systems, instrumentation systems, electronic meters, programmable controllers, and other associated equipment.

- Managing processes and services, configuration of mail systems, system installation and configuration, printer systems, and fundamentals of security.
- A solid understanding of Virtualization and SAN Storage systems.
- Familiarity with the principles and practice of system configuration management using modern software tools.
- A solid understanding of Microsoft operating systems; understanding process communication devices and file system concepts.
- Familiarity with fundamental networking/distributed computing environment concepts; ability to configure file sharing; ability to query DNS records; understanding of basic routing concepts.
- Ability to work well alone or on a team.
- Ability to generate accurate and effective maintenance records, status reports, data and maintenance logs and effectively respond to oral directions and requests.
- Ability to withstand strenuous physical activities for extended periods of time including lifting, bending, carrying, crawling and climbing.
- Ability to withstand exposure to varying weather conditions, work in wet and/or odorous areas, and work in confined areas, tanks and structures.
- Ability to understand and follow required safety procedures.
- Ability to respond to 24-hour call-ins, work varying hours, weekends, holidays and days off, and perform stand-by duty as needed.
- Ability to establish and maintain cooperative working relationships in order to foster a team approach.

**EDUCATION/EXPERIENCE REQUIREMENT:** An Associate Degree in Information Technology or Computer Science, Engineering, or a closely related field from an accredited college or university.

**LICENSE REQUIREMENT:** Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

**CERTIFICATION REQUIREMENT:** Microsoft Certified Systems Engineer (MCSE) or similar computer certification is desired but not required.

**PHYSICAL AND MENTAL DEMANDS:****Physical Demands**

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle, feel or operate objects, tools, or controls; and reach and lift with hands or arms. The employee is frequently required to stand, stoop, and kneel for prolonged periods of time.

**Mental Demands**

While performing the duties of this position, employees are regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed work; work under changing intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

**WORK ENVIRONMENT:** The employee is frequently exposed to toxic or hazardous chemicals while performing job related duties. The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas.

**RESPIRATORY PROTECTION POLICY PROGRAM REQUIREMENT:** This classification must comply with the Authority's Respiratory Protection Policy Program and Operating Procedures for Self-Contained Breathing Apparatus and Air-Purifying Respirators.

**QUALIFICATIONS:** Ability to pass Authority pre-employment physical examination; possession of a good driving record and the ability to be insured by the Authority's insurance carrier, and the ability to read, write, speak and comprehend English.

**RIGHT TO WORK REQUIREMENT:** Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

**The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.**

**The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.**

**Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and drug screen.**

