



Position Announcement

Position: Process Controls Analyst

Date Officially Opened: 06-09-2017

Hourly Starting Salary Range: \$26.05 to \$32.30 (DOQ)

(Full Salary Range to \$38.55)

Direct Supervisor: Director of Operations

Department: Operations

Normal Work Hours: 8:00am to 5:00pm M-F, with some overtime required.

Position Function: Under the general supervision of the Director of Operations and working as part of a team, performs assigned duties necessary to program, operate and maintain process control and telemetry systems for water and wastewater treatment operations; including Supervisory Control and Data Acquisition (SCADA) Systems, Programmable Logic Controls (PLCs), Wireless Electronic Communication Systems, and Facility Security and Surveillance Systems.

Typical/Essential Duties:

- 1) Responsible for developing and implementing operational and use strategies for process control and telemetry systems, to include development and review of control narratives, control loop diagrams, and HMI databases & displays.
- 2) Responsible for creating and maintaining written standard operating procedures for use of process control systems and training system users.
- 3) Responsible for maintaining process control system databases and creating reports for management.
- 4) Assists the Engineering & Construction Department in the development and review of construction project plans and specifications for process control and telemetry systems.
- 5) Assist with the preparation of recommendations to resolve any potential problems or conflicts with existing or proposed system modifications.
- 6) Responsible for coordinating and inspecting activities performed by outside contractors that relate to programming, operation or use of process control and telemetry systems
- 7) Performs additional duties as assigned.

Knowledge, Skills and Abilities:

Completion of college, vocational or technical school courses or programs related to computer software programming or process control system automation, resulting in the award of a degree or certification is strongly preferred. Knowledge, experience and skills may be obtained through the completion of four years of high school resulting in the receipt of a High School Diploma or GED equivalent, and the completion of various college, vocational or technical programs related to the field of process control systems programming and electronics. At least five (5) years of specifically related experience working with water or wastewater utility, municipal or industrial process control systems is required. Significant knowledge of HMI/SCADA software programming and development using Wonderware, or similar software (Proficy, Iconics, etc.), and programming of PLC's using Modsoft, Concept, Unity, or similar software is required. Must possess, or have the ability to obtain a Wonderware Certified Developer Certification within 2 years of employment. Must have the ability to read and understand related technical manuals, schematics and construction plan documents. Must possess a valid Class C Texas Driver's License. Must be able to pass applicable pre-employment Practical Exam, Drug Screen, Physical, and Background Checks.

Position is considered "Open Until Filled." **Note: All applicants must complete an employment application and submit it to the District's Personnel Department in order to be considered for employment.** Please visit the District's website at www.utrwd.com to obtain an application and for instructions on how to apply.