

Water Authority Position Description

SCADA MANAGER

Status	Position Code	Level	Date
APPROVED	SCMG	P29	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

RESPONSIBLE FOR THE OPERATIONS OF A COMPLEX SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM. OVERSEE THE ANALYSIS OF CONTROL SYSTEM NEEDS AND MAKE RECOMMENDATION OF SOFTWARE APPLICATIONS. SUPERVISE AND COORDINATE THE ANALYSIS, EVALUATION, DEVELOPMENT, TESTING OF THE (SCADA) SYSTEM.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN INFORMATION SYSTEMS, COMPUTER SCIENCE OR A RELATED FIELD, PLUS SEVEN (7) YEARS EXPERIENCE IN INFORMATION SYSTEMS ANALYSIS AND/OR SCADA SYSTEMS TO INCLUDE FOUR (4) YEARS SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
 POSSESSION OF A VALID NEW MEXICO WATER OPERATOR LEVEL IV CERTIFICATION IS DESIRABLE

SUPERVISION RECEIVED/EXERCISED

RECEIVES ADMINISTRATIVE DIRECTION FROM HIGHER LEVEL MANAGEMENT STAFF.

EXERCISES DIRECT SUPERVISION OVER SUPERVISORY, PROFESSIONAL, TECHNICAL AND CONTROL SYSTEM STAFF.

ESSENTIAL FUNCTIONS

1. ASSUME MANAGEMENT RESPONSIBILITY FOR THE ANALYSIS, EVALUATION, DEVELOPMENT, TESTING AND IMPLEMENTATION OF COMPLEX SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM FOR WATER SYSTEMS DIVISION. DEVELOP PROJECT TIME LINES AND IDENTIFY PROJECT TASKS AND PROCEDURES.
2. MANAGE AND PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF GOALS, OBJECTIVES, POLICIES AND PRIORITIES FOR ASSIGNED PROGRAMS. RECOMMEND AND ADMINISTER POLICIES AND PROCEDURES.
3. MANAGE PERSONNEL WHO ARE RESPONSIBLE FOR THE OPERATIONS OF THE WATER AUTHORITY CONTROL SYSTEM. PROVIDE AFTER HOURS OPERATIONAL AND TECHNICAL SUPPORT ON A TWENTY-FOUR (24) HOUR SEVEN (7) DAY A WEEK BASIS AS REQUIRED.
4. FORECAST WATER CONSUMPTION AND PREPARE OPERATING PLANS THAT MEET THE DEMAND AND OPTIMIZE COST OF ENERGY, AND QUALITY OF POTABLE WATER DELIVERED TO CUSTOMERS.
5. PLAN, DIRECT, COORDINATE AND REVIEW THE WORK PLAN FOR PROFESSIONAL, TECHNICAL AND CONTROL SYSTEM STAFF; ASSIGN WORK ACTIVITIES, PROJECTS AND PROGRAMS. REVIEW AND EVALUATE WORK PRODUCTS, METHODS AND PROCEDURES. MEET WITH STAFF TO IDENTIFY AND RESOLVE PROBLEMS.
6. ANALYZE BUSINESS SYSTEMS TO DETERMINE EFFECTIVENESS. IDENTIFY INADEQUACIES, INEFFICIENCIES AND PROBLEMS. DEVELOP SYSTEM SPECIFICATIONS. RECOMMEND APPLICATION SOFTWARE DEVELOPMENT.
7. IMPLEMENT SCADA SYSTEM CHANGES THROUGH AUTOMATION, PROCESS CHANGE, MANAGEMENT SOLUTIONS AND TRAINING.
8. CONDUCT DIAGNOSTIC INVESTIGATIONS OF CONTROL SYSTEM ERRORS AND IMPLEMENT OR RECOMMEND SOLUTIONS OR METHODOLOGIES FOR RESOLUTION.
9. COORDINATE AND CONDUCT USER GROUP EDUCATION AND PROBLEM SOLVING SESSIONS RELATED TO ASSIGNED PROJECT.
10. MEET AND NEGOTIATE WITH SCADA VENDOR REGARDING SOFTWARE AND HARDWARE PROCUREMENT AND MAINTENANCE. ENSURE COMPLIANCE WITH CONTRACT SPECIFICATIONS. CONSULT WITH VENDOR REGARDING SYSTEM FUNCTIONALITY.
11. PREPARE VARIOUS DOCUMENTATION INCLUDING PROJECT REPORTS, PROCESS AND USER MANUALS, PRESENTATIONS, STRATEGIC AND TECHNICAL PLANS AND OTHER RELATED INFORMATION ON ASSIGNED APPLICATION ANALYSES.

12. SELECT, TRAIN, MOTIVATE AND EVALUATE PROFESSIONAL, TECHNICAL AND CONTROL SYSTEM PERSONNEL. PROVIDE OR COORDINATE STAFF TRAINING; WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AND TERMINATION PROCEDURES.

13. SERVE AS STAFF ON A VARIETY OF COMMITTEES. PREPARE AND PRESENT STAFF REPORTS AND OTHER NECESSARY CORRESPONDENCE.

14. PROVIDE RESPONSIBLE STAFF ASSISTANCE TO THE DIVISION MANAGER.

15. PROVIDE TECHNICAL SUPPORT, STRATEGIC PLANNING DIRECTION, AND TRAINING TO CONTROL SYSTEM STAFF TO ENABLE OPTIMUM OPERATIONS OF THE CONTROL SYSTEM. INFORM USERS REGARDING SYSTEM FUNCTIONALITY.

16. PERFORM WATER SYSTEM OPTIMIZATION TO REDUCE ENERGY COSTS AND TO INCREASE EQUIPMENT LIFE AND PRODUCTIVITY. COORDINATE AND VERIFY ENERGY BILLING WITH ENERGY PROVIDERS. ASSIST DIVISION MANAGER IN PREPARING DIVISION'S ENERGY BUDGET AND FORECASTING.

17. PLAN CONTROL SYSTEM STRATEGIES TO ENSURE LONG RANGE AND EFFICIENT OPERATION OF THE WATER SYSTEM. IDENTIFY PROBLEMS & ISSUES AND RECOMMEND SOLUTION. PREPARE TIME AND COST ESTIMATES OF CHANGES.

18. DEVELOP AND RECOMMEND LONG RANGE PUMPING STRATEGIES TO REDUCE ENERGY FOR RUNNING WELL AND BOOSTER PUMPS.

19. CONDUCT FIELD INSPECTIONS AND OVERSEE TESTS OF WATER PRODUCTION AND DISTRIBUTION EQUIPMENT. MONITOR THE INSTALLATION AND REPAIR OF CONTROL SYSTEM EQUIPMENT.

20. WORK WITH OPERATIONS AND MAINTENANCE ENGINEERS TO DEVELOP MODIFIED OPERATIONS PROCEDURES. MEET WITH DESIGN CONSULTANTS TO REVIEW FUTURE PLANT EXPANSIONS, MODIFICATIONS AND RENOVATIONS.

SUPPLEMENTAL FUNCTIONS

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF INFORMATION SYSTEMS AND SCADA SYSTEM.

2. RESPOND TO AND RESOLVE DIFFICULT AND SENSITIVE CITIZEN INQUIRIES AND COMPLAINTS.

3. PERFORM AND CONDUCT OTHER RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED TO SUPPORT THE CONTROL SYSTEM NEEDS.

PREFERRED KNOWLEDGE

OPERATIONAL CHARACTERISTICS OF A VARIETY OF COMPUTER PLATFORMS AND OPERATING SYSTEMS
OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF AN INFORMATION SYSTEMS AND SCADA SYSTEM
OPERATIONS, SERVICES AND ACTIVITIES OF THE ASSIGNED OPERATIONAL AREA WITHIN WATER SYSTEMS DIVISION
PRINCIPLES AND PRACTICES OF COMPUTER SCIENCE AND INFORMATION SYSTEMS
PRINCIPLES AND PRACTICES OF SCADA SYSTEM AND TROUBLESHOOTING
WATER PRODUCTION, TREATMENT AND DISTRIBUTION SYSTEMS AND EQUIPMENT
METHODS AND STRATEGIES OF ENERGY AND WATER QUALITY MANAGEMENT
PRINCIPLES OF CONTRACT NEGOTIATION AND ADMINISTRATION
PRINCIPLES OF SUPERVISION AND TRAINING
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

RESEARCH, ANALYZE, AND EVALUATE NEW SERVICE DELIVERY METHODS AND TECHNIQUES
LEARN PRINCIPLES AND PRACTICES OF ENERGY BUDGET PREPARATION AND ADMINISTRATION
OVERSEE AND PARTICIPATE IN THE MANAGEMENT OF SCADA SOFTWARE APPLICATIONS AND INFORMATION SYSTEMS ANALYSIS
DEVELOP PROJECT TIME LINES AND IDENTIFY PROJECT TASKS AND PROCEDURES
ANALYZE BUSINESS SYSTEMS AND DETERMINE USER NEEDS.
NEGOTIATE VENDOR CONTRACTS AND ENSURE COMPLIANCE WITH SPECIFICATIONS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS AND MAY TRAVEL TO WATER FACILITIES AS REQUIRED.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: MAINTAINING PHYSICAL CONDITION NECESSARY FOR SITTING FOR PROLONGED PERIODS OF TIME; EXTENSIVE USE OF COMPUTER KEYBOARD.
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT.