

CLASS TITLE: WATER SUPPLY SYSTEMS/OPERATIONS ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for technical and administrative work in a specialized industrial applications/systems environment; performs network, database, contract management, system administration, support, programming, training and maintenance of water management systems used at Tulsa's raw water treatment facilities to produce safe drinking water for the citizens of Tulsa; provides supervision in the operation, maintenance and repair of raw water transmission lines and Lake Spavinaw and Eucha Water Treatment Plant systems; and other related required duties.

ESSENTIAL TASKS:

- Analyzes, evaluates, conceptualizes, designs, integrates and maintains Supervisory Control and Data Acquisition (SCADA) and Human-to-Machine Interface (HMI) applications/systems of major importance that operate and monitor raw water transmission lines and Mohawk, AB Jewell, Lake Spavinaw and Eucha Water Treatment Plants (WTP)
- Reviews proposed enhancements/maintenance tasks for impact on design integrity and to ensure maintenance of all appropriate system documentation
- Coordinates large scale projects and more complex activities, including scope definition, critical path analysis and instructing, directing and evaluating the work of others to maximize productivity and results
- Plans, coordinates, assigns and supervises instrument technicians engaged in maintenance and repair of the SCADA and control systems
- Provides consulting services to Raw Water Supply, Lakes Spavinaw and Eucha, Oologah Pump Station and Mohawk and AB Jewell WTP sections to maintain/improve control systems efficiency
- Conducts feasibility studies, including evaluation of alternatives, related to major and complex user requirements, predicting impacts on user's needs and data processing resources
- Prepares complex documents such as RFIs and RFBs as necessary
- Initiates evaluation of existing systems, revising to insure effective utilization of data processing or hardware resources and optimal performance levels
- Undertakes highly technical studies and analyses and provides recommendations, findings and reports
- Performs as Water Supply's System Administrator supervising the utilization of current computer systems and develops specification for new applications
Ensures City policies are followed with respect to documentation and development standards
- Designs, proposes and implements operating system and/or application system backup and recovery procedures
- Performs systems budget preparation
- Provides technical support, updates and enhancements to packaged software applications
- Consults with contractors, regulatory agencies and operations personnel to assure compliance with laws, regulations and guidelines
- Acts as Water Supply Section Head in his/her absence
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer sciences with an emphasis in networking, information systems management or a related field, and five (5) years experience in systems analysis and computer programming; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of methods, procedures and techniques used in systems analysis, design and programming; comprehensive knowledge of state-of-the-art data processing and communications equipment and their applications; comprehensive knowledge of industrial computer control systems; and considerable knowledge of accounting, statistics, and modern business methods, principles, and practices. Ability to analyze complex issues and to formulate sound concepts;

ability to work independently and to solve complex programming problems on specialized industrial computer control systems and HMI software; ability to effectively communicate both verbally and in writing; ability to program in at least two (2) generally accepted computer languages (e.g., C++, Basic); ability to use standard SQL and write SQL procedural scripts to query tables; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching, bending, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession a valid Class "D" Operator's License; and Class "C" Water and Wastewater Licenses as issued by the Department of Environmental Quality (DEQ).

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires extensive travel to various City locations to perform systems management and operational duties and on call after hour support for assigned systems.

Class Code: 1109

EEO Code: E-02

Pay Code: EX-44

Group: Clerical and Administrative

Series: Data Processing and Information Services

Effective Date: December 8, 2005