ELECTRIC TECHNOLOGY SYSTEMS TECHNICIAN

SALARY: $7,023 to $9,882 monthly (26 pay periods annually)

FINAL FILING DATE: Open Until Filled. **First cut-off is August 24, 2018.**

Following the first cut-off date, resumes/applications will be screened according to the qualifications outlined below. The most qualified candidates will be invited to interviews tentatively scheduled for Tuesday, September 11, 2018.

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION
The Human Resources Department is accepting applications for the regular and full-time position of Electric Technology Systems Technician in the Electric Department. The normal work schedule is Monday through Friday, 8 –5 pm; a flex schedule may be available.

The City of Roseville promotes a no smoking atmosphere.

DEFINITION
To perform responsible technical duties in support of electric utility computer operational and control systems, including Supervisory Control and Data Acquisition (SCADA) and Distributed Control System (DCS); and to analyze, design, program, test, install, and maintain a variety of electric utility computer systems.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Electric Technology System Supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Perform technical duties in support of electric utility Supervisory Control and Data Acquisition (SCADA) and Distributed Control System (DCS) system software and hardware, including system maintenance and programming.
- Test, implement, and maintain computer applications and systems related to the electric utility infrastructure systems, including asset/work order, outage tracking, training modules and related work management applications.
- Maintain the integrity of electric computer security systems; create and maintain user identification, authorizations, system privileges, passwords and perform related tasks.
- Train users in various system applications and respond to requests for service related to problems/questions; monitor logs and files for possible problems and system failures and take corrective action.
- Conduct scheduled backup and recovery activities, expediting when appropriate; trouble shoot problems on a system-wide basis; work with vendors and management staff in making changes of a system-wide nature.
- Develop and implement operational procedures for electric computer hardware and software including network infrastructure to be in compliance with North American Electric Reliability Corporation (NERC) standards.
- Maintain communication links with outside agencies and contractors.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:
- Principles and practices of utility computer systems operations and technical support activities.
- Supervisory Control and Data Acquisition (SCADA) system architecture, security standards and recovery procedures.
- Distributed Control System (DCS) system architecture, security standards and recovery procedures.
- Electric utility network operating systems and protocols.
- Local Area Networks, and Windows operating systems.
- NERC security procedures for electric computer systems.
- Pertinent local, State and Federal laws, ordinances and rules.

Ability to:
- Perform technical support such as network maintenance and system backup and recovery of electric utility computer operational and control systems, including Supervisory Control and Data Acquisition (SCADA) and Distributed Control System (DCS).
- On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time. Intermittently bend or stoop to install/repair equipment; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Troubleshoot computer system application programming problems at a broad level.
- Develop and maintain documentation of SCADA/DCS servers, network and applications.
- Train or instruct on-line users in use of computer equipment and operating procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:
Two years of responsible technical experience providing utility computer systems support work, preferably in SCADA (Supervisory Control and Data Acquisition) or DCS (Distributed Control System).

AND

Training:
An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university, preferably in computer science, engineering, electronics, or a related field. Two years of additional related work experience can substitute for an Associate's Degree.

License or Certificate
Possession of a valid California driver's license by date of appointment.

SUPPLEMENTAL QUESTIONNAIRE

1. Your responses to questions 2-4, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.
   - ☐ Yes
   - ☐ No

2. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.

3. How many years of responsible technical experience do you have providing utility computer systems support work?
   - ☐ Less than 2 years
   - ☐ 2-5 Years
   - ☐ 5-10 Years
   - ☐ 10+ Years

4. Describe your work experience with supporting utility specific technologies such as Supervisory Control and Data Acquisition (SCADA), Control System Networks, or Real-time applications.

5. List new technology deployment projects you involved recently including systems, applications, and your roles.

6. Provide a work example of implementing technical controls in order to meet regulatory or cyber security requirements. What are some unique challenges?

7. What would be your ideal working environment?

SELECTION PROCESS

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience and education will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.