

# **WWTP CMMS TECHNICIAN**

## **JOB CLASSIFICATION**

### **GENERAL FUNCTION**

Maintains operational readiness and integrity of the WWTP SCADA network, Microsoft Windows operating system, computerized maintenance management system and Microsoft Office applications. Support and maintain complex computer systems, servers and specialized software applications. Analyze and resolve network problems as needed. Provides desktop support for networked personal computer systems, printers, peripherals and their related software applications. Provides computer support and training to WWTP and other City personnel on related software.

**REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES** (Note – This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

#### **Network Administrator:**

Accountable for availability and reliability of the WWTP's network environment; Administer and coordinate all server(s) and Microsoft Server Programs; DHCP, Systems Management Server, SQL servers and other Microsoft programs; Diagnoses and resolves systems, hardware and network problems relating to interfaces between hardware and software components; Provide technical assistance and network support for the maintaining and upgrading of the WWTP and lift station SCADA systems; Researches and evaluates new technology components for addition and/or modification of existing network.

#### **Computerized Maintenance Management System (CMMS):**

Develops and maintains the CMMS for all wastewater equipment, spare parts inventory, asset control, machinery history and preventative and corrective maintenance work order database; Compiles permanent records of all databases for historical trending analysis and compliance with Government regulations; Provides assistance in troubleshooting problems and trains various PW&U department personnel in the use of the CMMS program.

#### **PC Support Technician:**

Install, upgrade and support server-hosted software applications; Diagnose and resolve client networking problems associated with software and hardware to maintain connectivity and user communications and productivity; Design, assemble and/or maintain network servers and workstations and peripherals; repairing problems on site if possible, or arranging repairs through outside vendors.

#### **Other Duties**

- **Regular attendance is an essential requirement**
- **Performs related work as assigned and/or required**
- **Standby duties**

### **KNOWLEDGE, SKILLS AND ABILITIES (Entry Requirements)**

#### **Knowledge of:**

- ◇ Microsoft computer network operating systems and their components, functions, and capabilities including TCP/IP and DHCP protocols, remote management/monitoring systems, hubs, and network cabling.
- ◇ Multi-user/multi-tasking computer systems. Relational database models and issues related to database maintenance. Capabilities and operations of computers and peripheral equipment including, but not limited to, mini computers, PC's, scanners, printers, software and Microsoft operating systems and Microsoft Office.
- ◇ System analysis and troubleshooting techniques.
- ◇ Detailed knowledge of CMMS including work orders, parts inventory, and equipment history databases and bar coding system.
- ◇ Wastewater/Industrial process equipment to include but not limited to programmable logic controllers, motor controllers, both hydraulic and pneumatic power systems, and instrumentation packages.

- ◇ Supervisory Control and Data Acquisition (SCADA) system with multiple remotes.
- ◇ Potential mechanical and electrical hazards and required safety precautions.

**Ability to:**

- ◇ Work independently with minimal supervision and continuously for long periods of time.
- ◇ Analyze, diagnose and maintain complex databases, programs, servers and operating systems.
- ◇ Formulate alternatives, cost estimates, priorities and recommendations.
- ◇ Design and maintain computer network systems utilizing existing materials.
- ◇ Communicate effectively both orally and in writing.
- ◇ Read and interpret technical specifications, plans, and reports.
- ◇ Prepare operational reports, maintenance recommendations and extensive equipment records.
- ◇ Using research and analytical methods, practices and procedures to define and resolve issues.

**QUALIFYING EDUCATION AND EXPERIENCE (Minimum Requirements)**

Any combination of education and experience equivalent to High school diploma or G.E.D., and a Bachelors degree in Computer Science or related field and four (4) years of maintaining and operating networked hardware and software. Plus two (2) years experience with a CMMS.

A Valid Washington State Driver’s License

**Special Requirements**

Relevant certifications in support of currently installed computer systems, functions, applications, and capabilities or ability to obtain certification within 18 months.

CPR and First-Aid Certification

When on-call, must be available other than normal working hours and respond within 30 minutes.

**PHYSICAL REQUIREMENTS**

Frequently requires continuous hand and finger movement. Physical effort is required to lift and carry 40-pound objects. Required to sit, stand, climb, lift and walk. Required to talk, hear, feel, operate mechanical equipment, tools, electronic/electrical controls, and reach with arms and hands. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The position requires the ability to perform mathematical and analytical calculations.

**WORKING CONDITIONS**

Work is generally performed while sitting in an office environment. May be exposed to inclement weather and occasionally works near moving mechanical parts with exposure to excess noise, fumes, airborne particles, toxic or caustic chemicals, raw sewage, biological hazards, risk of electrical shock, wet and/o humid conditions, vibrations, slippery surfaces, hot cramped spaces, offensive odors, work in high places (greater than 10 feet), and confined spaces.

**LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

**Fair Labor Standards Act:** The classification is non-exempt under the laws of fair Labor Standards Act minimum wage and overtime provisions.

**Representation:** The classification is included in the bargaining unit pursuant to the Recognition Article of the current labor agreement between the City of Bremerton and the Teamsters Local 589.

**Civil Service:** The classification is included in the City's Civil Service System.

**Appointment and Removal Authority:** The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Civil Service Rules.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with approval by the Civil Service Commission, as the needs of the City and requirements change.