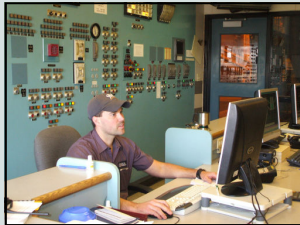




Systems Technician



The Green Bay Metropolitan Sewerage District (GBMSD) is accepting applications for the position of **Systems Technician**. This position reports to the Information Technology Manager. Applications will be accepted until position is filled. Interested applicants can apply on-line at www.gbmsd.org.

SALARY: \$25.27 — \$34.19 per hour — Pay grade 10

Competitive benefits package

SUMMARY:

Responsible for a variety of duties including support of GBMSD computer workstations, servers, programmable logic controllers (PLC), and supervisory control and data acquisition (SCADA) systems operating in a client/server environment. Assist with network administration functions in configuring and administering network and server operating system software. This position will work independently and with the Systems Administrator to support the stable operation of GBMSD's process control and business networks. Position will also be responsible for the administration of telecommunications, security, and treatment process video monitoring systems.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Primary duties will include support to the Systems Administrator - Process Control in the administration and maintenance of GBMSD's SCADA infrastructure. This includes operator workstations, servers, basic PLC system troubleshooting, graphical user interface (GUI) development, process control data archiving, reporting, and network communications. Position will also provide support in the maintenance of process control side systems including Chemical Emissions Monitoring (CEM) and other systems as needed. This includes identifying and resolving hardware and software problems in a timely and accurate fashion providing maximum network up-time. Duties also include providing additional support of business computer system infrastructure. This includes business network components, servers, workstations, and software applications. (75%)

Secondary duties include providing support of telecommunications and security/video monitoring system. This includes GBMSD's telephone systems, cellular system, and lift/metering station communication network. Position also provides support to the Green Bay and De Pere Facilities computer-based security and video network. (15%)

Individual must stay abreast of technology changes through employee development opportunities and maintain up-to-date knowledge of the systems utilized by GBMSD. Protects and secures software, data, hardware, and procedures through state-of-the-art security measures. Develops and maintains backup procedures for all critical system components. Provides expertise in system usage to GBMSD personnel. Assists in preparing the annual information technology budget. (10%)

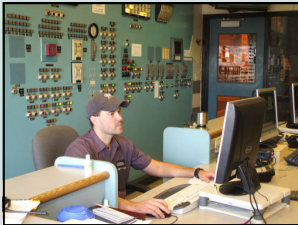
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge - Comprehensive knowledge of the principles and practices of information technology management. Thorough knowledge of the applicability of data processing to a variety of work situations including plant process monitoring and control, computer-based business systems, and multiple local area networks. Extensive knowledge of SCADA

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software systems operating in a client/server environment. Knowledge of Human-Machine Interface (HMI) software development. Experience in Programmable Logic Controller (PLC) network management and communication.

Comprehensive knowledge of the limitations, capabilities, uses, and requirements of Microsoft Server network operating systems. Extensive knowledge of all Microsoft Windows personal computer operating systems running in both standalone and network environments. Significant hands-on experience with Ethernet topologies and protocols including TCP/IP. Knowledge of personal computer hardware and software application programs. Significant knowledge of network database applications and functionality.

Skills and Abilities - Extensive ability to independently plan, organize, and address multiple assignments. The ability to translate technical concepts into terms understandable by those not familiar with such concepts. Extensive ability to understand new technical concepts and how they work within the existing computer systems. Ability to express ideas clearly and effectively, both in writing and orally. Ability to establish and maintain effective working relationships with co-workers. Ability to meet established goals and timetables. Ability to utilize the resources needed for the accomplishment of tasks and project assignments.

QUALIFICATIONS:

This position requires a bachelor's degree in computer science, information management or related technical field and five years experience in computer operations, support, and administration of SCADA and PLC network systems or an equivalent combination of training, formal education, and experience.

WORKING CONDITIONS:

Physical efforts may include lifting up to fifty pounds occasionally. Work involves stooping, bending, crouching, climbing, and long periods of concentration associated with working with electrical components of personal computers, PLC systems, and related equipment.

APPLICATION:

This position description is intended to identify essential duties and also illustrates other kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that will be required of employees or be used to limit the nature and extent of assignments that an individual is required to perform.

Position Descriptions are subject to revision at any time at the discretion of management.

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