



## THE CITY OF SANTA FE

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### Automation and Security Systems Administrator

FLSA Status: Exempt

Union Status: AFSCME

Salary Range: 17 (\$27,496-\$41,244)

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#### General Definition of Work

The Automation and Security Systems Administrator evaluates, coordinates and oversees the performance of the hardware and software applications that control the City of Santa Fe (CoSF) water system including water treatment facilities, wells, booster stations, and pumping and storage facilities through remote network; database application, site security, telemetry and communication systems; and business computer hardware, software and network administration.

#### Supervision Received

Works under the general supervision of the BDD Facilities Manager and/or Source of Supply Operations Manager, as assigned.

#### Supervision Exercised

The incumbent functions in a **lead** capacity for employees working on a project or on a regular assigned basis in a 24/7/365 environment.

#### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.*

#### Essential Functions

- Plans, develops, organizes and administers the information technology, plant automation and security systems for the CoSF water system and related facilities.
- Distributes and reviews work performed by assigned employee(s) on a daily basis; approves appropriate usage of leave and/or vacation time for assigned employee(s); schedules and approves daily work; provides general input on employee performance to appropriate CoSF water system manager; and refers and provides information to the manager regarding issues or concerns which may result in a disciplinary action on assigned employee(s).
- Develops and maintains security and information technology standards, policies and procedures for the CoSF water system including the Supervisory Control and Data Acquisition (SCADA) system and other related computer systems.
- Trouble-shoots, analyzes and develops solutions to information technology-related problems. Develops software applications, as necessary; provides technical guidance; and information technology support, including business system support, to end-users.
- Identifies and analyzes CoSF water system information system needs; develops automation standards and prepares documentation; recommends equipment and software purchases; and oversees the acquisition, inventory and disposal of facility information systems assets.
- Participates in annual budget preparation and coordinates the preparation and submission of periodic and special operating and financial reports, as required.

- Plans and schedules database maintenance to achieve effective and reliable process control automation and security system performance.
- Backs up all systems data to ensure restoration from full system failure and restores data when needed.
- Monitors capacity status of network servers; purges, deletes and moves files as needed.
- Develops and maintains procedures for the reasonable security of information and security systems and data integrity. Maintains high-level of defense preparedness against software system attacks and invasion.
- Generates routine and ad hoc reports on system operations, security and equipment maintenance using data acquired and stored in databases.
- Administers control system applications including the addition of input/output points in the real-time database, modifies screen graphics, and adds or modifies data links. Maintains, diagnoses and solves hardware and software problems related to the control automation systems, business computing systems and security systems including, but not limited to, camera surveillance, alarm and facility access control systems.
- Installs Programmable Logic Controllers (PLC) and input/output devices. Programs PLC to control and report process information. Installs communication equipment, adds alarms and sets up equipment to communicate using established protocols. Tests equipment and software and runs diagnostic procedures. Maintains extensive electronic media and documentation on PLC programs.
- Provides training to end users on operating and control systems.
- Troubleshoots and repairs Windows operating system problems. Installs upgrades to operating systems.
- Creates and maintains a standardized Automation and Security specification which shall be implemented in any and all construction projects, allowing for uniformity throughout the system.
- Initiates Project Development and design for equipment and technology upgrades, in addition to Project Management, deployment and commissioning of such upgrades.
- Supports Engineering department with any and all projects involving Automation and Security designs, in addition to attending construction meetings, reviewing specification and design drawings.
- Create and maintain database storage for important system documents.

### **Knowledge, Skills, and Abilities**

- Extensive knowledge of real-time automation databases; human-machine interface application software; computer and network hardware and software; network administration principles and practices; telemetry systems, data communications and, telecommunication technologies; data acquisition and process control; operating systems, system utilities and commands; high level computer language used in making system modifications; database management systems and applications including database administration and optimization; analytical and research methods and techniques; project management; virus protection; industry standard security and disaster recovery procedures and equipment; and safeguards and security procedures for information systems.
- Knowledge of electrical test equipment including, volt ohm and frequency meters; IT trends, techniques and emerging technologies; and Internet monitoring software.
- Requires strong analytical, organizational and problem solving skills. Requires skill in administering Windows 2000, Windows 2003 and Windows XP operating systems; PLC programming software; real-time automation databases; business application software; and human-machine interface application software. Requires skill in administering bridges, routers, switches and other networking hardware. Requires skill using electrical test equipment including, volt, ohm, amp and frequency meters and in replacing power supplies, hard drives, network cards, video cards, tape drive units, and monitors.
- Ability to exercise considerable independent judgment and initiative in carrying out assignments;

- Work independently both in normal and emergency response situations; assemble and communicate technical information, both orally and in writing, to organize, assign and evaluate the work of others; install, operate and maintain complex data communications and networking equipment; install, reinstall and operate software applications required for system(s) operations and maintenance; implement computer control logic and related strategies; analyze and repair software, hardware and system equipment malfunctions; work with various vendors and design engineers to produce and maintain information technology, plant automation and security systems; read control schematics; train all end-users; assist in budget preparation; prepare written correspondence and reports; maintain records and transmit data; and establish and maintain effective working relationships with others.

## **Education Requirement**

Graduation from an accredited college or university with a Bachelor's Degree in Management Information Systems, Computer Science, Computer Engineering or related field.

## **Experience Requirement**

Five years of extensive hands-on experience in operations and maintenance of automated process control systems including system programming, networking and database administration including Supervisory Control and Data Acquisition (SCADA) systems. Experience with security systems and high horsepower pumping systems is desirable.

## **Education and Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

## **Special Requirements**

- Must possess a valid driver's license upon hire and obtain a City of Santa Fe driving permit within three (3) months of hire.
- Must pass WorkKeys™ skill assessment as a prerequisite for consideration for interview.
- Must successfully complete the applicable training in all key areas of competency within one (1) year of hire.
- Must be able to comply with respirator and other PPE requirements.
- Must have a telephone or an equivalent means of communication.
- May be required to respond to emergency situations.

## **Physical Requirements**

- Work is strenuous and requires extended periods of walking, standing, lifting up to 50 pounds, carrying, bending, stooping, kneeling, crouching, reaching above the head and shoulders, speaking, hearing and good visual acuity.
- May be subject to cuts, bruises, burns, insect bites or other injuries.
- Work may require late meetings, travel; and may be called out to address emergency situations.

## **Working Environment**

- Work is performed inside and outside, sometimes in inclement weather or slippery surfaces and in confined spaces.
- Requires exposure to loud noises, vibrations, chemicals, toxic gases and fumes, germs, bacteria and allergens.

## **EEO/ADA Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

### **Veterans' Hiring Initiative**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

**Applications must be submitted online at:** <https://santafenm.munisselfservice.com/employmentopportunities/>

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.