



City of Irving Job Description

Utility Programmer Analyst

FLSA Status:	EXEMPT	Job Department:	Water Utilities
Job Code:	I251	Reports To (Job Title):	Utility Technology Manager

PURPOSE

To develop, administer, and support Water Utilities SCADA system, Advanced Metering Infrastructure (AMI), Cityworks, XC2 Backflow, Linko pretreatment software, and other software and hardware as assigned; further, to install SCADA and AMI equipment in field locations. To generate reports and assist customers as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Support, implement, upgrade and maintain the SCADA system for Water Utilities.
- Support, implement, upgrade, and maintain the Advanced Metered Infrastructure (AMI) system for Water Utilities.
- Support and maintain the Linko pretreatment software for Water Utilities.
- Support and maintain the XC2 Backflow software for Water Utilities.
- Support and maintain Cityworks.
- Support and maintain the NetworkFleet GPS application.
- Create custom applications and reports.
- Perform some database administration duties.
- Maintain security access to applications and servers.
- Create custom web applications.
- Help integrate GIS with other applications such as Cityworks.
- Work with internal and external customers to provide requested reports and documents.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Test and evaluate new software and equipment
- Performs desktop support as required.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Information Systems or a closely related field.

EXPERIENCE

- Minimum of two (2) years of system administration

CERTIFICATES, LICENSES, REGISTRATIONS

- None

KNOWLEDGE OF

- Computers and Electronics: Electric circuit boards, processors, chips, and computer hardware and software.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Advanced Math: Mathematical calculations including geometry, trigonometry, algebra, statistics, and calculus.
- Programming Methodology: Necessary computer languages, basic principles, formulas, syntax, and documentation practices.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Operations Analysis: Analyzing needs and product requirements to create a design.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Service Orientation: Actively looking for ways to help people.

- Reading Comprehension: Reading and interpreting documents.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Speech Recognition: Identifying and understanding the speech of another person.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Employee will frequently coordinate and work with people outside of the department and with other organizations outside of the City including vendors and other agencies.

EQUIPMENT AND PROPERTY

Desktop computers, servers, plotters and printers, PLC's, RTU's, repeaters, and collectors.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to sit. Frequently, s/he is required to grasp, handle, feel, listen, see, stand, talk, and/or walk. S/he occasionally is required to lift up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually quiet.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.