



CITY OF ALTAMONTE SPRINGS

JOB POSTING

POSTING #: 2020-032

OPEN UNTIL FILLED

TITLE: SCADA System Supervisor

Hiring Range: (3/B) \$45,704/yr. - \$52,560/yr.*
(*based on experience)

DEPT/DIVISION: Public Works/Utilities Maintenance (818)

City Applications will be accepted for Posting #2020-032 until position is filled.

MINIMUM QUALIFICATIONS:

- Four (4) years' progressively responsible experience in instrumentation and control systems in a field related to maintenance of water and wastewater facilities, to include six (6) months of supervisory experience.
- High school diploma or G.E.D.
- Four (4) years' experience with word processing, spreadsheets, databases, computer communications and Man Machine Interface software applications.
- Four (4) years' experience with SCADA, instrumentation and control systems (to include HMI, RTU and PLC software and hardware), ladder logic, electrical systems and maintenance systems.
- Valid driver license. Must obtain Florida driver license within thirty (30) days of employment.
Driving history for the past three (3) years must reflect no violations of a driving related offense, or driving under the influence (DUI) which includes both drugs and alcohol, reckless driving, or hit and run involving an occupied vehicle or attended property, or an accumulation of traffic violations, plus three (3) points for each attendance at driving school (regardless of whether points were assessed against the license) where the penalty points do not exceed twelve (12).

PREFERABLE QUALIFICATIONS:

- College level courses or degree in Electrical Engineering or Computer Programming.
- Expert knowledge in VTSCADA programming.
- Expert knowledge in Schneider Electric SCADAPacks as well as programming using Telepace Studios.
- Documented training relating to supervisory skills or training expertise.
- Completion of the following NIMS Courses within the designated amount of time from hire date:
 - Basic IS-700 (6 months)
 - Basic ICS-100 (6 months)

POSITION FUNCTION:

Supervise and direct Department-wide activities related to instrumentation and SCADA systems.

NOTE:

Applicants will be required to complete an Affidavit of Good Moral Character, an Authorization for Criminal History Check, and a Level 1 background check.

Position is considered at-risk for exposure to Hepatitis A and B during performance of regular duties. An acceptance/declination of vaccination form is required upon hire.

AN APPLICATION MAY BE OBTAINED FROM THE DEPARTMENT OF HUMAN RESOURCES OR DOWNLOADED FROM www.altamonte.org.

PLEASE SEE REVERSE SIDE FOR TASK/DUTY DETAILS

THE CITY OF ALTAMONTE SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER. THE CITY PROHIBITS DISCRIMINATION, HARASSMENT OR RETALIATION IN ALL OF ITS EMPLOYMENT PRACTICES BASED ON RACE, COLOR, SEX (INCLUDING GENDER, GENDER IDENTIFICATION, OR EXPRESSION), AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, GENETIC INFORMATION, MARITAL STATUS, MILITARY VETERAN STATUS, OR ANY OTHER CATEGORY PROTECTED BY APPLICABLE FEDERAL, STATE, OR LOCAL LAW.

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Department of Human Resources immediately if you need a special accommodation.

Tasks/Duties of SCADA System Supervisor

Below is a summary of the Tasks and Duties of this position. For a listing of duties and responsibilities for this position, please see the Job Specification/Demands Analysis included with the posting in the City Hall lobby.

TASK/DUTY
Supervise up to three Instrumentation Technicians. Inspect work in progress and completed work for compliance with standards, safety and quality of work. Inspect plant facilities for instrumentation related concerns. Schedule required work. Supervise record keeping. Utilize computerized record keeping system. Develop training program to enhance skills and job knowledge, establish cross-training program designed to provide increased depth of support and redundancy in critical skills.
Research and develop standards for calibration, preventative maintenance, corrective maintenance and record keeping for the Department's instrumentation and SCADA systems. Establish schedules and methods for activities. Evaluate standards for compliance, applicability to current conditions and conformity to current best maintenance practices and regulatory requirements. Assist in research and establishment of best maintenance practices, benchmarking activities and policies relating to compliance. Carry out the maintenance of the SCADA HMI, RTU, and PLC software and hardware. Organize and perform the supervision, monitoring, and development of added features, enhancements and/or additions to the HMI graphics and automation capabilities. Knowledge of PLC logic software and SCADA RTU programming used in water and wastewater treatment facilities, stormwater pumping stations and lift stations is required.
Assist in determining budgetary requirements of planned instrumentation activities. Coordinate procurement activities relating to instrumentation systems with Utility Plant Operations & Maintenance Manager. Actively participate in planning sessions related to instrumentation.
Develop and implement SCADA related activities including database structure and entry, as well as screen design and building.
Design and build custom RTU panels with programming. Receive, install, configure, program, develop, and calibrate equipment, PLC's, RTU's and other components. Monitor data communications and set and monitor alarm functions. Provide and maintain the ability for operations staff to effectively implement water and wastewater process control. Troubleshoot PLC's, related circuits, and system hardware. Use, test and troubleshoot equipment and software to diagnose and repair malfunctions. Calibrate and test field sensing equipment. Assist the Information Services Department in maintaining the security of the SCADA system.
Read and interpret electronic and electrical schematics, blueprints, diagrams and drawings and provide feedback on construction design.
Coordinate instrumentation activities with plant operations. Provide support to plant operations, plant maintenance, information services and other affected workgroups. Provide support to plant operations, plant maintenance and lift station maintenance as necessary to meet regulatory, operational, security and public safety requirements.
Utilize Personal Protective Equipment (PPE) as outlined in standard operating procedures and as applicable to the task and conditions.
Be available for emergency call-outs. May be required to work extra hours or on call.
Drive to and from various city work locations. Perform additional duties as assigned.

NOTE:

Applicants will be required to complete an Affidavit of Good Moral Character, an Authorization for Criminal History Check, and a Level 1 background check.

Position is considered at-risk for exposure to Hepatitis A and B during performance of regular duties. An acceptance/declination of vaccination form is required upon hire.

CITY OF ALTAMONTE SPRINGS

JOB SPECIFICATIONS

(see Physical Demands on reverse side)

BAND/BLOCK: 3/B

DEPT/DIV: Public Works/Utilities Maintenance

NUMBER: 3B.818.1 REV. # 11 Non-Exempt

TITLE: SCADA System Supervisor

RESPONSIBLE TO: Utilities Plant Operations & Maintenance Manager

EFF DATE: 9/20 SUPERSEDES: 7/19

Each section briefly describes the position's key areas of responsibility. This is not a list of all duties performed, and is limited to those functions or responsibilities that are significant elements of the job.

TASK/DUTY
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Assist in determining budgetary requirements of planned instrumentation activities. Coordinate procurement activities relating to instrumentation systems with Utility Plant Operations & Maintenance Manager. Actively participate in planning sessions related to instrumentation.
Develop and implement SCADA related activities including database structure and entry, as well as screen design and building.
Design and build custom RTU panels with programming. Receive, install, configure, program, develop, and calibrate equipment, PLC's, RTU's and other components. Monitor data communications and set and monitor alarm functions. Provide and maintain the ability for operations staff to effectively implement water and wastewater process control. Troubleshoot PLC's, related circuits, and system hardware. Use, test and troubleshoot equipment and software to diagnose and repair malfunctions. Calibrate and test field sensing equipment. Assist the Information Services Department in maintaining the security of the SCADA system.
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Supervise and direct Department-wide activities related to instrumentation and SCADA systems.

MINIMUM QUALIFICATIONS:

- Four (4) years' progressively responsible experience in instrumentation and control systems in a field related to maintenance of water and wastewater facilities, to include six (6) months of supervisory experience.
- High school diploma or G.E.D.
- Four (4) years' experience with word processing, spreadsheets, databases, computer communications and Man Machine Interface software applications.
- Four (4) years' experience with SCADA, instrumentation and control systems (to include HMI, RTU and PLC software and hardware), ladder logic, electrical systems and maintenance systems.
- Valid driver license. Must obtain Florida driver license within thirty (30) days of employment.

Driving history for the past three (3) years must reflect no violations of a driving related offense, or driving under the influence (DUI) which includes both drugs and alcohol, reckless driving, or hit and run involving an occupied vehicle or attended property, or an accumulation of traffic violations, plus three (3) points for each attendance at driving school (regardless of whether points were assessed against the license) where the penalty points do not exceed twelve (12).

PREFERABLE QUALIFICATIONS:

- College-level courses or degree in Electrical Engineering or Computer Programming.
- Expert knowledge in VTScada programming.
- Expert knowledge in Schneider Electric ScadaPacks as well as programming using Telepace Studios.
- Documented training relating to supervisory skills or training expertise.
- Completion of the following NIMS Courses within the designated amount of time from hire date:
 - Basic IS-700 (6 months)
 - Basic ICS-100 (6 months)

Applicants will be required to complete an Affidavit of Good Moral Character; an Authorization for Criminal History Check; and a Level 2 nationally fingerprint-based records check.

Position is considered at-risk for exposure to Hepatitis A and B during performance of regular duties. An acceptance/declination of vaccination form is required.

Physical Demands:

- (X) Standing: Up to 2 hours/day on wet/dry surfaces, uneven terrain, grass, gravel dirt, concrete, asphalt, metal, carpet, tile surfaces.
- (X) Walking: Up to 2 hours/day on wet/dry surfaces, uneven terrain, grass, gravel, dirt, concrete, asphalt, metal, carpet, tile surfaces.
- (X) Sitting: Up to 4 hours/day in vehicle or on backed chair/stool while traveling to/from work site, completing paper or computer work.
- (X) Maximum Lifting: Occasional to 55 pounds from ground level; frequent to 34 pounds.
- (X) Carrying: Occasional short distances to 55 pounds; frequent to 34 pounds.
- (X) Pushing/Pulling: Doors/gates/panels; hand cart/pallet jack or other portable lifting/carrying devices; foot pedals; hand controls; levers, switches, knobs, dials, buttons; vise; portable generator, pressure washer or other equipment on wheels; locator rods/poles to 8' into ground; shovel; tree trim pole; hammer/rubber mallet to pound pole into ground on occasion.
- (X) Climbing: Occasional-up to 25 stairs/rungs on ladder/pole; rolling/extension/step ladder; onto/off of equipment being repaired or replaced; maximum step height of 26".
- (X) Balancing: Occasional on ladder.
- (X) Bending: Occasional to frequent to perform duties.
- (X) Crouching: Occasional to frequent to perform duties.
- (X) Twisting: Occasional at wrist; work station allows for full range of motion.
- (X) Crawling: Occasional.
- (X) Kneeling: Occasional on concrete, metal, grass, dirt.
- (X) Reaching: Frequent to constant arm's length forward, sideways; occasional to downward and overhead.
- (X) Handling: Constant.
- (X) Fingering: Constant.
- (X) Hearing: Frequent to constant to perceive the nature of sounds by ear.
- (X) Talking: Frequent to convey information to others.
- (X) Vision: Near/far acuity; depth perception; color discrimination; accommodation.

Environmental Conditions:

Inside: 50% Outside: 50% Temperature Extremes: Seasonal
 Fumes: Yes Dust: Yes Gases: Yes Odors: Yes
 Noise/Vibration: Frequent to constant (hearing protection provided); vibration from riding in van and use of power tools.
 Hazards: Traffic, insects, biological, electrical, mechanical, chemical and weather hazards.

Machines/Tools/Equipment: Automatic transmission van; hand cart; spray painter; signal generator; counter; pressure washing; oscilloscope; variable power supplies; soldering gun/heating irons; basic power/hand tools (<10#); power drill (6#); digital multimeter (1.5#); pipe locator rod (5#); manual/maintenance log (4#); bag with tools (9#); hacksaw (<3#); roll of antenna wire (55#); extension stepladder (34#); sectional pole ladder (17#); rubber mallet (<5#); computer monitor (28#); UPS backup (13#); copper 8' pole (<5#); vise; shovel (<5#); First Aid Kit (10#); hand-held radio (1#); electrical tape, PVC conduit, clamps, covers, replacement parts/pieces (up to 15#).

Comments: The shift encompasses eight (8) hours, with ½ hours for lunch and two, 15-minute breaks. A supervisor may be called on to perform the duties of Instrumentation Technician on occasion. Overtime and on-call duties may be required. Assistance with manual lifting of heavy or bulky objects may be available. Maximum driving time is anticipated at 30 minutes one-way. Vehicles are fueled at designated locations using card access system and are washed on-site or at a car wash depending on size and type of vehicle.

Physician Comments:

Analyzed by: Sandra Sweeney Date:
 Physicians Signature: _____ Date:
 Medical Approval to return to work: _____ Date:
 Medical Disapproval: _____ Date:

CITY OF ALTAMONTE SPRINGS
JOB ANALYSIS

EMPLOYEE NAME:

JOB TITLE: SCADA System Supervisor

LOCATION & ADDRESS: Keller Road, Altamonte Springs, Utilities Maintenance

PERSON CONTACTED: Stephanie Hebert, Utilities Operations & Maintenance Manager, 407-571-8663

Job Summary/Description of Tasks:

Schedules, oversees, and inspects the work being performed by Instrumentation Technicians in progress or completed for compliance with standards, safety and quality of work. Develops training programs, trains and supervises Instrumentation Technician personnel. Researches, develops and evaluates standards for calibration, preventative and corrective maintenance activities. Participates in budget preparation and planning meetings. Completes daily, weekly or monthly reports/paperwork. Coordinates procurement activities relating to instrumentation systems. Evaluates and establishes computerized record-keeping system. Files, faxes and copies documents. Interacts/communicates with other City of Altamonte personnel on or off site regarding instrumentation activities in person, by telephone, radio or beeper. Inputs and retrieves information into/from computer systems. Maintains library of reference documents, materials and inventory of repair maintenance components for technicians. Coordinates/initiates procurement of equipment or parts. Interprets requirements to modify existing instrumentation and control systems. Reads/follows/interprets electronic and electrical schematics, blueprints, diagrams, drawings. Installs, calibrates and maintains instrumentation, SCADA system, computer (hardware/software) and other equipment to meet mandatory requirements established by State and Federal regulatory authorities and operating permits. May drive vehicle to various lift/can stations or other locations about Altamonte Springs to assist with installation, evaluation, repair/maintenance of electronic and/or electrical controls/equipment. May remove lids, aluminum covers, and opens doors to visually observe, examine and inspect mechanical or electronic devices in operation and assist with providing corrective or preventative maintenance. Reads meters and gauges and records information. Listens to sounds to determine if equipment is properly operating or for defects. May assist with performing repairs and making adjustments to portable or stationary equipment. May assist with the replacement of instrumentation and defective parts using power/hand tools on site or remove parts or equipment to shop for bench work repairs. May assist with repairs of electrical equipment (i.e., outlets, power supplies, control panels, circuit breakers) and replacement of components. May assist with loading or unloading equipment/parts at work site. May attach and climb ladder pole to check sites per preventative maintenance schedule and trim/clear debris from trees. Washes, cleans and fuels company vehicle.

Education/Training/Qualifications:

Four (4) years' progressively responsible experience in instrumentation and control systems in a field related to plant maintenance of water and wastewater facilities to include supervisory experience. High school diploma or G.E.D. Possess and maintain Florida driver's license. Documented training in instrumentation, control, electrical and maintenance systems preferred. Computer literacy with knowledge of word processing, spreadsheets, databases, computer communications and Man Machine Interface Software applications. INSSUP:01/99



City of Altamonte Springs

225 NEWBURYPORT AVENUE
ALTAMONTE SPRINGS, FLORIDA, 32701-3697

Dear Applicant:

Thank you for your interest in obtaining employment with the City of Altamonte Springs. In order to determine your specific skills and aid in placing you in a position for which you are both interested and qualified:

1. Complete the application, typing or printing in ink, answering all questions. Make sure the information provided is legible. There is a page provided for further explanation should more space be required. For questions that do not apply, enter "N/A". List all experiences and skills in detail in the work history section of the application to receive proper credit for your experiences.
2. Complete the Qualification Verification Form. An explanation page has been provided for any additional comments.
3. Sign the application and Qualification Verification form.
4. Submit a completed application by the closing date (if applicable) In person at the Human Resources at City Hall, via Fax to 407.571.8010, via Email to gr82b@altamonte.org, or Mail complete application to Human Resources.

A complete ten-year employment history is required. **Resumes are not accepted** (if you are called for an interview, you are welcome to bring a resume at that time).

The City of Altamonte Springs is dedicated to employing the best qualified applicants available. We cannot over-emphasize the importance of carefully and honestly completing the Application for Employment and the Qualification Verification form.

Our selection process for positions outside of the Police Department is as follows: The Applicant's eligibility for a position is determined by the data provided on the Qualification Verification Form ONLY. Applications reflecting the required qualifications and/or preferables noted are sent to the hiring supervisor for further review. The supervisor will determine and contact applicants for interviews. Although we attempt to expedite the process, it may take a minimum of two (2) weeks after the application is reviewed or after the closing date before you are contacted.

A conditional offer of employment will be made to the selected candidate contingent upon successful completion of the Employment Entrance Evaluation. The City uses E-Verify to confirm work authorization with the Social Security Administration (SSA) & the Department of Homeland Security (DHS), with information from the Form I-9.

If you are not selected for the position or did not meet the minimum qualifications, you will be notified by mail or e-mail. Please do not be discouraged if you do not receive an interview or are not selected for the position for which you apply. We appreciate your interest in the City of Altamonte Springs and invite you to apply for any positions for which you feel you are qualified. To obtain employment information on positions available throughout the year, please call our 24-hour job opportunity line at (407) 571-8011 or log on to our website at www.altamonte.org.

APPLICATION FOR EMPLOYMENT

**Department of Human Resources
225 Newburyport Avenue
Altamonte Springs, Florida 32701
P: (407) 571-8000 F: (407) 571-8010
E-mail: gr82b@altamonte.org**

The City prohibits discrimination, harassment or retaliation in all of its employment practices based on race, color, religion, sex (including gender, gender identification, or expression), age, national origin, political affiliation, disability, genetic information, marital status, military veteran status, or any other category protected by applicable federal, state, or local law.

<p><u>GENERAL INSTRUCTIONS</u></p> <ul style="list-style-type: none"> ● Application must be typewritten or printed and signed in ink. ● Answer all questions. Make sure the information provided is legible. There is a page provided for further explanation should more space be required. For those that do not apply, insert "N/A". ● RESUMES ARE NOT ACCEPTED. The ten year employment history must be completed. ● Your qualification for the position is determined by the information provided on the Qualification Verification Form. <u>It must be completed and signed.</u> ● If you are requesting Veteran's preference, Veteran's Preference Certification and substantiating documentation must be furnished prior to final selection of an applicant. ● Address or telephone number changes should be submitted to the Department of Human Resources. 	<p style="text-align: center;">INDIVIDUAL DATA</p> <p>Date of Application ____ / ____ / ____</p> <p>Name _____ <div style="display: flex; justify-content: space-between; width: 100%;"> (Last) (First) (Middle) </div> </p> <p>Residence Address _____ <div style="display: flex; justify-content: space-between; width: 100%;"> (Number) (Street) </div> <div style="display: flex; justify-content: space-between; width: 100%;"> (City) (State) (Zip) </div> </p> <p>Mailing Address _____ (if different from above) (Number) (Street) <div style="display: flex; justify-content: space-between; width: 100%;"> (City) (State) (Zip) </div> </p> <p>Home Phone (_____) _____ Cell Phone (_____) _____</p> <p>E-Mail Address _____ (For notification purpose)</p> <p>How did you find out about this position? <input type="checkbox"/> Newspaper <input type="checkbox"/> Job Line <input type="checkbox"/> Bulletin Board <input type="checkbox"/> Interest Card <input type="checkbox"/> Web Site _____ <input type="checkbox"/> Other _____</p>	<p style="text-align: center;"><u>DO NOT WRITE IN THIS SPACE</u></p> <p><input type="checkbox"/> Employee <input type="checkbox"/> Notified _____</p> <p><input type="checkbox"/> Vet. Pref _____</p> <p><input type="checkbox"/> Docs Rec'd <input type="checkbox"/> Certified # _____</p>
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EDUCATION AND TRAINING						
High Schools, Colleges, Universities, Junior/Community Colleges attended or attending:	Dates Attended	Hours Earned	Degree Earned?	Type of Degree	Year Obtained	Major/Minor
School Name City/State	From: To:	Qtr/Sem	Yes No			

Business, Technical or Vocational Schools attended or attending (Correspondence Courses)*	Dates Attended	Course Length	Credits Earned	Type of Certificate or Diploma	Year Obtained	Courses Taken or Completed
School Name City/State	From: To:	(hr/day) (mo/yr)				

*If correspondence course, please identify as such.

List licenses or certificates held (Technical/Professional, etc.)

QUALIFICATIONS VERIFICATION FORM

The following are minimum and/or preferable requirements for the position of **SCADA System Supervisor** in **Public Works/Utilities Maintenance (818)**. Hiring Range: **(3/B) \$45,704/yr. - \$52,560/yr.*** based on experience. Indicate which minimum and/or preferable skills you have by answering yes or no:

If you answer yes to any of the following qualifications and your application's work history does not reflect these, you must explain in detail on attachment what past experience you feel would qualify you for this position.

Minimum Requirements:

Do you have four (4) years' progressively responsible experience in instrumentation and control systems in a field related to maintenance of water and wastewater facilities, to include six (6) months of supervisory experience? _____

(24/Specialized Experience)

Which Employer? _____
(SKILL MUST ALSO BE CLEARLY NOTED IN WORK HISTORY OR EXPLAINED IN DETAIL ON ATTACHMENT)

Do you have a high school diploma or G.E.D.? _____

(02/High School Diploma or G.E.D.)

Which School? _____

Do you have four (4) years' experience with word processing, spreadsheets, databases, computer communications and Man Machine Interface software applications? _____

(118/Specialized Software)

Which Employer? _____
(SKILL MUST ALSO BE CLEARLY NOTED IN WORK HISTORY OR EXPLAINED IN DETAIL ON ATTACHMENT)

Do you have four (4) years' experience with SCADA, instrumentation and control systems (to include HMI, RTU and PLC software and hardware), ladder logic, electrical systems and maintenance systems? _____

(25/Specialized Experience-Other)

Which Employer? _____
(SKILL MUST ALSO BE CLEARLY NOTED IN WORK HISTORY OR EXPLAINED IN DETAIL ON ATTACHMENT)

Do you have a valid driver license? _____

(MUST OBTAIN FLORIDA DRIVER LICENSE WITHIN THIRTY (30) DAYS OF EMPLOYMENT)

(44/DL "E")

Preferable Qualifications:

Have you completed college level courses or degree in Electrical Engineering or Computer Programming? _____

(18/College Level Courses)

Which School? _____

Do you have expert knowledge in VTSCADA programming? _____

(33/Software (Specific) Experience)

Which Employer? _____
(SKILL MUST ALSO BE CLEARLY NOTED IN WORK HISTORY OR EXPLAINED IN DETAIL ON ATTACHMENT)

Do you have expert knowledge in Schneider Electric SCADAPacks as well as programming using Telepace Studios? _____

(401/Specialized Skills)

Which Employer? _____
(SKILL MUST ALSO BE CLEARLY NOTED IN WORK HISTORY OR EXPLAINED IN DETAIL ON ATTACHMENT)

Do you have documented training relating to supervisory skills or training expertise? _____

(16/Additional Training)

Which Employer? _____
(SKILL MUST ALSO BE CLEARLY NOTED IN WORK HISTORY OR EXPLAINED IN DETAIL ON ATTACHMENT)

Have you completed the following NIMS courses? _____

(MUST COMPLETE WITHIN SIX (6) MONTHS OF EMPLOYMENT)

(407/Additional Courses)

Basic ICS-100 _____

Basic IS-700 _____

NOTE: All minimum requirements must be met to be considered for the position. Your response will determine your eligibility for the position.

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Signature required and additional space available, please see attachment.

Tasks/Duties of SCADA System Supervisor

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Supervise up to three Instrumentation Technicians. Inspect work in progress and completed work for compliance with standards, safety and quality of work. Inspect plant facilities for instrumentation related concerns. Schedule required work. Supervise record keeping. Utilize computerized record keeping system. Develop training program to enhance skills and job knowledge, establish cross-training program designed to provide increased depth of support and redundancy in critical skills.
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Drive to and from various city work locations. Perform additional duties as assigned.

NOTE:

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Position is considered at-risk for exposure to Hepatitis A and B during performance of regular duties. An acceptance/declination of vaccination form is required upon hire.

CERTIFICATION

I hereby certify that all statements made in this application are true. I agree and understand that any misstatement or falsification of facts shall cause forfeiture of all rights to employment with the City of Altamonte Springs. The Department of Human Resources or otherwise designated City Office is authorized to verify any or all information contained herein. If employed, I agree to abide by and comply with all rules, regulations, policies and procedures of the City of Altamonte Springs.

Signature: _____

Date: _____

WORK HISTORY

This work history must be completed. List most recent employer first and provide a **TEN** year work history. Gaps in employment must be fully explained. You are encouraged to be specific. Include voluntary unpaid work experience as well as military service, if any. **NOTE: RESUMES WILL NOT BE ACCEPTED. THE QUALIFICATION VERIFICATION FORM MUST BE COMPLETED AND SIGNED.** Additional information must be on form available from the Department of Human Resources.

PRESENT EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	
JOB TITLE:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	NUMBER OF HOURS PER WEEK: _____
EMPLOYERS TELEPHONE: ()	STARTING SALARY: \$ _____
SUPERVISOR'S NAME:	LAST SALARY: \$ _____
DUTIES IN DETAIL:	
REASON FOR LEAVING:	
PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	
JOB TITLE:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	NUMBER OF HOURS PER WEEK: _____
EMPLOYERS TELEPHONE: ()	STARTING SALARY: \$ _____
SUPERVISOR'S NAME:	LAST SALARY: \$ _____
DUTIES IN DETAIL:	
REASON FOR LEAVING:	
PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	
JOB TITLE:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	NUMBER OF HOURS PER WEEK: _____
EMPLOYERS TELEPHONE: ()	STARTING SALARY: \$ _____
SUPERVISOR'S NAME:	LAST SALARY: \$ _____
DUTIES IN DETAIL:	
REASON FOR LEAVING:	

WORK HISTORY

PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	
JOB TITLE:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO EMPLOYERS TELEPHONE: ()	NUMBER OF HOURS PER WEEK: _____
SUPERVISOR'S NAME:	STARTING SALARY: \$ _____
LAST SALARY: \$ _____	
DUTIES IN DETAIL:	
REASON FOR LEAVING:	
PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	
JOB TITLE:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO EMPLOYERS TELEPHONE: ()	NUMBER OF HOURS PER WEEK: _____
SUPERVISOR'S NAME:	STARTING SALARY: \$ _____
LAST SALARY: \$ _____	
DUTIES IN DETAIL:	
REASON FOR LEAVING:	
PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	
JOB TITLE:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO EMPLOYERS TELEPHONE: ()	NUMBER OF HOURS PER WEEK: _____
SUPERVISOR'S NAME:	STARTING SALARY: \$ _____
LAST SALARY: \$ _____	
DUTIES IN DETAIL:	
REASON FOR LEAVING:	

WORK HISTORY

PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	
JOB TITLE:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	NUMBER OF HOURS PER WEEK: _____
EMPLOYERS TELEPHONE: ()	STARTING SALARY: \$ _____
SUPERVISOR'S NAME:	LAST SALARY: \$ _____
DUTIES IN DETAIL:	
REASON FOR LEAVING:	
PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	
JOB TITLE:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	NUMBER OF HOURS PER WEEK: _____
EMPLOYERS TELEPHONE: ()	STARTING SALARY: \$ _____
SUPERVISOR'S NAME:	LAST SALARY: \$ _____
DUTIES IN DETAIL:	
REASON FOR LEAVING:	
PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	
JOB TITLE:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	NUMBER OF HOURS PER WEEK: _____
EMPLOYERS TELEPHONE: ()	STARTING SALARY: \$ _____
SUPERVISOR'S NAME:	LAST SALARY: \$ _____
DUTIES IN DETAIL:	
REASON FOR LEAVING:	

PLEASE USE SPACE BELOW FOR EXPLANATIONS OR COMMENTS

Reminder: All skills and qualifications must be clearly noted and listed in your Work History Job Duty Details of the application. Any skills or qualifications not listed in your Work History must be explained in detail on this page. Please include the specific skill(s) performed, the length of time, the Employers' name, address, phone number and supervisor's name.

Thank you for applying with the City of Altamonte Springs. Please be sure that your application is received in the Human Resources Department prior to the closing date and time.

NOTE: IF YOU WISH TO CLAIM VETERAN'S PREFERENCE, COMPLETE THE FOLLOWING SECTION:

Check the appropriate block if you are claiming Veteran's Preference. Veteran's Preference Certification and substantiating documentation **must be furnished prior to final selection of an applicant.**

- 1. **(DV)** A disabled veteran who has served on active duty in any branch of the United States Armed Forces who has a presently existing service-connected disability which is compensable under public laws administered by the Department of Veterans' Affairs; or are receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the DVA and the Department of Defense.
- 2. **(SV)** The spouse of any person who has a total and permanent service connected disability and who, because of this disability, cannot qualify for employment; or the spouse of a person who is missing in action, captured in the line of duty by a hostile force, or forcibly detained or interned in the line of duty by a foreign government or power.
- 3. **(VW)** A wartime veteran as defined in Section 1.01(14), F.S., who has served in active duty during a specified wartime period for at least one (1) day in a campaign or expedition for which a campaign badge has been authorized, including any armed forces expeditionary medal or the global war on terrorism medal, or during one of the specified periods of wartime service; however, active duty for training is not allowed for eligibility.
- 4. **(WV)** An un-remarried widow or widower of a veteran who died of a service-connected disability.
- 5. **(WV)** A mother, father, legal guardian, or un-remarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the Department of Defense.
- 6. **(VT)** A veteran as defined in Section 1.01(14), F.S., who has served in active duty as specified; however, active duty for training is not allowed for eligibility.
- 7. **(VT)** A current member of any reserve component of the United States Armed Forces or the Florida National Guard.

NOTE: Under Florida law, preference in appointment and employment shall be given, by the state and its political subdivisions, first to those persons in 1 and 2 above, second to those persons included under 3, 4, and 5 above, and finally to those person included under 6 and 7 above. If an applicant claiming Veterans' Preference for a vacant position is not selected for the vacant position, they may file a complaint with the Florida Department of Veterans' Affairs (FDVA), 9500 Bay Pines Blvd. Room 214, St. Petersburg, FL 33708. A complaint must be filed within twenty-one (21) days of the applicant receiving notice of the hiring decision made by the employing agency or within three (3) months of the date the application is filed with the employer if no notice of the non-selection is given. If the position has not been filled, the complaint deadline is extended until one (1) month after the position is filled.

ATTENTION - THIS STATEMENT MUST BE READ

A false answer to any question(s) in this application may be grounds for non-selection, or for termination after you are hired. All statements are subject to investigation, including a check of your training and experience statements. All information you give will be considered in reviewing your application. Also, your application may be subject to public inspection in accordance with the Florida Public Records Law, Chapter 119, Florida Statute.

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY HUMAN RESOURCES		
Lowest Acceptable Salary	Date Available For Work	Position	Department/ Division	Human Resources Initials	Posting Number

CERTIFICATION

I hereby certify that all statements made in this application are true. I agree and understand that any misstatement or falsification of facts will cause forfeiture of all rights to employment with the City of Altamonte Springs. I certify I have read the statement above. The Department of Human Resources or other designated City Office is authorized to verify any or all information contained herein. If employed, I agree to abide by and comply with all the rules, regulations, policies and procedures of the City of Altamonte Springs.

Signature

_____/_____/_____
Date



**EQUAL EMPLOYMENT OPPORTUNITY SURVEY FOR THE
POSITION OF**

(Please fill in the position for which you are applying)

NAME: _____
(Print full name)

DATE: _____

The following information is requested for Equal Employment Opportunity record keeping and reporting compliance purposes only as specified by Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Section 709c.

THIS INFORMATION WILL NOT BE USED TO EVALUATE YOUR APPLICATION, AND IS VOLUNTARY.

GENDER: (Check One) Male Female

Definitions of race/ethnicity are listed on the back of this page (as defined by the Equal Employment Opportunity Commission).

Race/Ethnic Identification: (Check One)

Are you Hispanic or Latino? Yes No

If you answered **"YES"** you have completed this form. If you answered **"NO"**, please select a race from the options below.

- | | |
|---|---|
| <input type="checkbox"/> White (Not Hispanic or Latino) | <input type="checkbox"/> American Indian or Alaska Native
(Not Hispanic or Latino) |
| <input type="checkbox"/> Black or African American | |
| <input type="checkbox"/> Native Hawaiian or Other Pacific
(Not Hispanic or Latino) | <input type="checkbox"/> I do not wish to disclose. |
| <input type="checkbox"/> Asian (Not Hispanic or Latino) | |

This page is removed from the application before forwarding to the Department for review.

Definitions of race/ethnic categories

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.