

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Process Control Specialist

CLASS CODE: 4265

GENERAL DESCRIPTION OF DUTIES:

Incumbents design, program and modify the supervisory control and data acquisition system (SCADA), and automated filtration equipment for the Water Division.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level technical classification in the General Engineering Series – Electrical Engineering Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility for designing, programming and modifying computer hardware and software system for operating water service and filtration system monitoring and control devices.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Develops and modifies computer programs.

Maintains SCADA local area network computers. Checks computer operations.

Checks computer communications with remote devices and operation of remote devices.

Programs devices for automated control.

Directs maintenance operations for instrument technicians.

Conducts training for computer users and operators.

Administers fiber optic network and telephone system.

Performs field studies for design projects and reports.

Reviews plans and specifications developed by consulting engineers.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to persuade, convince, influence, train and monitor computer users, in favor of a desired outcome. Requires the ability to provide guidance, assistance and/or interpretation to others, such as instrument technicians, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as computer terminals, electronic test equipment, fiber optic test equipment, programmable controllers, instrumentation, telephone, photocopier and/or related materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as computer documentation, schematics, product specifications, equipment proposals, SCADA reports, maps, activity logs, time sheets, computer software and hardware manuals, instrumentation manuals, procedures and guidelines.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentage, fractions and decimals; perform mathematical operations involving advanced algebra.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as machinery and electric currents.

Physical Requirements:

Requires the ability to lift, push and pull computers, computer monitors and test racks weighing up to fifty (50) pounds.

Requires the ability to stoop, crouch, balance, climb, bend and twist to check equipment and enter manholes.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors to distinguish color-coded wires, shapes to clearly distinguish objects and trace wiring, sounds to hear warning alarms on equipment and odors to detect overheating equipment.

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