

The Ottawa County Sanitary Engineering Department currently has job openings for a full-time Communications/SCADA Specialist position and a full-time Laborer position. Anyone wishing to apply for these positions should do so by submitting an application for employment to the Ottawa County Sanitary Engineering Department, Room 105, Courthouse Building, 315 Madison Street, Port Clinton, Ohio 43452, no later than 4:30 p.m., Friday, January 6, 2023. Applications and a copy of the job description for each position may be obtained at the Ottawa County Sanitary Engineering Department office or online at [www.co.ottawa.oh.us](http://www.co.ottawa.oh.us). Ottawa County is an Equal Opportunity Employer.

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Communications/SCADA Specialist  
Wages - \$26.82 - \$33.53

Laborer  
Wages - \$14.31 - \$17.89

County Benefits

## OTTAWA COUNTY POSITION DESCRIPTION

<b>Job Title:</b>	Communications/SCADA Specialist, Sanitary Engineering
<b>Reports to:</b>	Operations Manager, Sanitary Engineering Department
<b>Job Status:</b>	Classified FLSA Non-Exempt Full Time
<b>Salary Range:</b>	\$26.82 - \$33.53 Hourly Rate

### Job Summary

The Communications/SCADA Specialist position in the Sanitary Engineering Department performs electrical and general maintenance on water and wastewater treatment facilities, collection and distribution systems, vehicles and equipment.

### Essential Knowledge, Abilities and Skills, Education

- High school graduate with post-secondary level coursework in Industrial Controls.
- Job experience and ability to inspect, repair and maintain electrical systems, control panels and circuit board components.
- Ability to operate and interpret a Communication Service Monitor (IFR-Com. 120-B).
- Ability to maintain PLC's & VFD's.
- Ability to read plans and specifications.
- Knowledge of shop procedures and equipment.
- Five (5) years' experience in computer programming (Windows based software).
- Ability to read and interpret electrical schematics (Including Ladder Logic Diagrams).
- Five (5) years' experience in radio telemetry, engineering, construction and programming.

- Ability to maintain and troubleshoot computer networking.
- Valid Ohio driver's license.

### **Essential Functions of the Position**

1. Works with operations staff to analyze, document, maintain, troubleshoot, and repair SCADA and Industrial control systems.
2. Inspects SCADA, electrical control, and other systems on a scheduled basis to ensure proper operation of wet well/dry well pump stations, solids handling submersible pump station, grinder submersible pump stations, water and wastewater treatment plant components, electrical supply, electrical distribution, emergency power source, instrumentation systems for process monitoring and control.
3. Performs preventive and service maintenance of facility equipment including repairs to the telemetry/SCADA systems, electrical controls, pumps, mixers, motors, blowers, meters and generators.
4. Consults, engages and acts as a liaison with system operators, managers and consultants regarding SCADA interfaces and electronic compatibility.

### **Job Location**

Work may be performed indoors in a shop area or out of doors in a field environment involving travel from site to site. Reporting location is the Danbury Wastewater Treatment Plant.

### **Equipment Used**

Various trucks including dump trucks, pickup trucks, vans; trailers, backhoes, generators, compressors, sandblasters, forklifts, various electrical testing equipment, computers, calculators, radios and various other hand tools, power tools and equipment.

### **Physical Requirements**

The work involves various labor tasks including lifting, carrying, pushing, pulling, climbing, balancing, kneeling, and crouching, crawling, driving, typing, reading, writing and communicating with others. The job is performed in various temperature extremes and under certain hazardous conditions involving exposure to wastewater, chemicals and other situations that can present a risk of injury and/or illness. Must be able to lift objects up to 100 pounds. Must be able to work on-call duty rotations and emergency call outs at any hour of the day or night, including weekends and holidays.

### **Critical Skills/Expertise**

Ability to maintain, test, adjust, troubleshoot and repair/replace electrical SCADA systems and communications equipment. In-depth knowledge of electronics theory and practice. Ability to manage multiple work assignments and work with various department managers.

### **Other Responsibilities**

Other related functions and responsibilities as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

*Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**ACKNOWLEDGMENT**

“I acknowledge that the above description is a representation of the major duties and responsibilities of this position. I understand the responsibilities and expectations and have been given an opportunity to seek clarification if and when I do not understand.”

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Supervisor’s Signature

\_\_\_\_\_  
Date