

# Beaver Water District

## Job Description

### Job Title: Systems Analyst II

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Exempt: (Y/N): N  
Date: February 2023

Department: Information Systems  
Reports To: Information Systems Manager

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#### **JOB SUMMARY**

This position will be responsible for installing, maintaining, and supporting a variety of department-specific computer applications, assisting with major software implementation projects and the network infrastructure that links the District's many departments providing for secure interdepartmental sharing of information. Will perform skilled technical work involved in water plant Industrial Control Systems (ICS). Assists with general oversight and responsibility for system and components; Pilot Plant control systems; phone systems; Local Area Network (LAN) and Distributed Control Systems (DCS) including servers, network hardware and cabling, computers and workstations, Access Control and Surveillance System. Assists with providing general training/direction to less experienced staff.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES (include but are not limited to the following)**

- Maintains Plant Digital systems related to LAN, ICS, and DCS.
- Assists with the management of all facets of the plant DCS system, including configuration, graphics, trends, etc. Maintains current electronic and paper records of all DCS system configurations.
- Install, troubleshoot, and make repairs to the DCS computer network and to instrumentation devices utilized for the control and operation of DCS controlled and monitored water facilities.
- Monitor inventory supplies and proactively communicates in a timely fashion to the manager when supplies are low or will be needed for a project.
- Make written reports and compiles test data related to routine tasks and special assignments.
- Maintain complete and accurate records concerning the maintenance of all electronic information systems equipment documents, any deviations from manufacturer specifications and/or manufacturer maintenance and repair recommendations.
- Assess the vulnerability of LAN and ICS against a cyber-attack.
- Proactively prepares the organization for any necessary technical changes.
- Maintain electronic communications control equipment while referencing engineering drawings, technical wiring and/or schematic diagrams and sketches, as well as oral or instructions as appropriate.
- Assists with the design, build, and configuration of DCS controllers.
- Test electronic components, circuits, and sub-systems; diagnose and correct malfunctions.
- Install, maintain, test, and repair networks including fiber optic cable and related equipment.
- Coordinate data retrieval from DCS historical archive.
- Develop inventory list, archive, and maintain all ICS programs and logic.
- Considerable skills in the use of hand tools and reading and interpreting schematic designs and engineering drawings.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, industry standards, and governmental regulations.
- Attend training as directed or approved by management and willing to train others.
- Create and maintain record loop drawings for the Industrial Control Systems.
- Configure digital and analog points related to the DCS and creates, updates, and maintains graphical displays in the DCS.
- Install and upgrade computers and peripherals throughout the District.
- Diagnose and repair equipment, including phones, cameras, servers, printers, and personal computers.
- Responds to inquiries from users and technical support regarding functions and operations of software programs.
- Coordinate systems repair work with plant, maintenance, and laboratory.
- Assist in the design of various units and participates in assuring cost-effective methods of construction, modification, repair, and testing of units and systems.
- Meets schedules and finishes work in a timely manner.
- Work well with co-workers in a cooperative manner.
- Analyze current system processes, make recommendations, and write reports detailing improvements based on industry standards.
- Provides input into budget development.
- Must be able to report to and work in all types of weather conditions including seasonal extremes such as ice and snow as required.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to implement each essential duty and responsibility satisfactorily. The minimum qualifications required to perform the essential duties and responsibilities are listed below. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

#### **EDUCATION:**

- Vocational/Technical/Business. School Degree/Certification in Electronics Technology, Automation Engineering Technology, Information Technology , or equivalent required.
- Bachelor of Science in Information Technology or Computer Science from an accredited four (4) year college preferred.

#### **EXPERIENCE:**

- Minimum three (3) years' experience working in information technology, electronics technology, or industrial control systems is required.
- Previous work experience in a water treatment facility is preferred.
- Strong working knowledge of governmental/municipal entities or quasi-governmental entities is preferred.
- Any equivalent combination of education, experience, and training that provides the desired knowledge, skills, and abilities will be considered.

#### **CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Grade IV Water Treatment License (Have or obtain within 12 months) issued by ADH
- Grade IV Water Distribution License (Have or obtain within 12 months) issued by ADH

- Valid Driver's License
- Valid automobile insurance
- Must be able to successfully pass a pre-employment drug screen, and criminal background assessment.

### **PHYSICAL DEMANDS**

The physical demands described in the attachment to this job description entitled "Physical Demands of the Systems Analyst II Essential Job Functions" are those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. The work is typically performed sitting at a desk or table or while sitting, standing, walking, or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity. The work is typically performed in an office or computer room. Work may be performed outdoors, occasionally in cold or inclement weather.

### **MENTAL DEMANDS**

Must be able to manage tasks and priorities, and complete job duties proficiently while adapting to changing demands and priorities. This position is one in which a lapse of attention could result in injury, illness, or death. For the safety of the employee and others, the employee must be able to work in a constant state of alertness and concentrate for long periods of time while operating, maintaining, and monitoring heavy equipment and machinery, and while working with and around hazardous materials, at heights, and in confined spaces.

### **SAFETY SENSITIVE**

This position is designated as a safety sensitive position because it includes as part of the job duties the operating, maintaining, and monitoring of heavy equipment and machinery, and working with and around hazardous materials, at heights, and in confined spaces. Promotes safety practices to others through encouragement and reminders. Follows all safety requirements. Reports unsafe conditions. Ensures system specific safety requirements are followed.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the Systems Analyst II occasionally works in an office environment. Systems Analyst II occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock and is required to wear personal protective equipment where appropriate. The Systems Analyst II occasionally works in high, precarious places and is exposed to outside weather conditions.

The noise level in the work environment is occasionally loud in a field setting and moderately quiet in an office environment.

