

PROCESS CONTROL TECHNICIAN

Code No.: 3-14-146
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important technical position responsible for the maintenance and modification of the software package of the process control computer used in the operation of the pumping and transmission system of the Monroe County Water Authority, and for the training of operating personnel in the use of that software. Employees in this class also train data processing staff from the business department in process control disciplines to provide backup support for the production department. Process Control Technicians receive on-job-training to provide backup support for the business data processing group, and are assigned projects involving applications, software/hardware trouble shooting, program maintenance and daily operations on an as-needed basis. Normal business data processing activities involve confidential material. The work is performed under the general supervision of the Director of Production and Transmission or other senior-level administrative personnel. Direct supervision is exercised over a technical staff. The employee must be available twenty-four (24) hours for emergency. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and trains the Water Treatment Plant operating personnel in the use of a process control computer in daily work routine and recommends changes;

Analyzes energy requirement for the operation of the transmission system and recommends improvements;

Reviews and updates computer decision tables to improve efficiency by considering factors such as changes in mains pump operation and distribution, hydraulics purchases of water from the City of Rochester and seasonal needs;

Maintains and modifies software package designed for process control computer operation;

Designs basic computer programs used for operational analyses;

Analyzes power costs to reduce charges and allocate costs;

Performs minor maintenance to computer control equipment and computer interface equipment;

Prepares a variety of special operation analyses such as evaluation of computer peripheral equipment and leasing of telephone lines, as required;

Participates in the development of selected business application programs;

Develops application programs for business projects;

Assists the data processing staff in program maintenance and day-to-day operations, as required;

Provides backup support for data processing personnel on leave for vacation, illness, as required;

Trains data processing personnel in the use of the process control computer and related software and hardware.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operation, programming, trouble shooting, and maintenance of the computer; good knowledge of the operation of pumping stations relative to water transmission system; good knowledge of theory and operation of pumps and related equipment used in pumping and booster stations; good knowledge of telemetry and instrumentation equipment and systems operation; working knowledge of hydraulics of the Monroe County Water Authority water distribution system; ability to train operating personnel in the use of process control computer software package; ability to train data processing personnel in the use of process control computer, related software and hardware; ability to design basic programs used for operational analyses; ability to perform minor maintenance to computer control and interface equipment; ability to develop selected business applications programs; ability to analyze data and recommend changes; ability to supervise the work of others; ability to establish and maintain effective professional relationships between operations and business departmental staff to obtain maximum utilization of computer resources; good judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Programming with a concentration in mathematics, plus three (3) years paid full-time experience in computer programming relative to pump and treatment plant operation; OR,
- (B) Graduation from high school or the possession of a high school equivalency diploma, plus five (5) years full-time paid experience in computer programming relative to pump and treatment plant operations; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

(FORMERLY: Load Control Technician)

ADOPTED: January 29, 1981

REVISED: February 25, 1982