

Benton / Washington Regional Public Water Authority

Job Description

IT / OT TECH I

Job Summary

The IT / OT Tech I is a progressive entry level position working, under supervision, on the Authority's Water Treatment Plant, distribution system, and other associated facilities. This includes working on system appurtenances, including but not limited to: pumps, motors, chemical feed systems, treatment plant instrumentation, plant electrical systems, PLC systems, SCADA systems, and office network systems. This position prefers that an individual have a minimum of one (1) year experience of electrical work or computer networking, preferably in a water treatment and distribution system setting; as well as a minimum of thirty (30) hours post-secondary training applicable to working with one or more of the following: electrical systems, instrumentation, PLC logic, SCADA systems, or computer network systems. However, all appropriate training will be provided for by the Authority to the right individual who does not have prior experience.

This position is generally a Monday through Friday position with work hours designated as 0700 to 1530 hours and is located at the Authority's Water Treatment Plant. Because the treatment facility is operated 24-hours a day - seven days a week, this position will require that work sometimes occur on nights, weekends, and holidays; and can include work not only at the treatment plant, but also at any of the Authority's facilities located in Benton and Washington Counties.

The IT / OT Tech I position is under the direct supervision of the Maintenance Supervisor, Maintenance Foreman, and SCADA Manager.

Physical Requirements

- A.) The IT / OT Tech I employee must be able to pick up a minimum of 50 pounds at waist height and handle that load without injury or loss of control.
- B.) The IT / OT Tech I employee must be able to climb up and down stairs, ramps, ladders, and properly enter confined spaces associated with the Authority's worksites. They must also be able to climb water towers, utilizing the proper safety equipment, and work at heights of up to 150 feet. They must also be able to work outdoors safely in all weather conditions that can occur in Northwest Arkansas.
- C.) The IT / OT Tech I employee must be able to perform and complete assigned shift work. This may also include work during nights, weekends, and holidays, if called upon.
- D.) The IT / OT Tech I employee must be familiar with MSDS documents and know how to read, interpret, and implement that information necessary to safely maintain and handle chemicals, chemical containers, and chemical feed equipment. The employee is also responsible for correctly utilizing the proper Personal Protective Equipment (PPE) and other provided safety equipment when required, and informing their supervisor when their PPE needs repaired or replaced.
- E.) The IT / OT Tech I employee must be familiar with and utilize all required safety procedures and equipment for entry and working in confined spaces.

Minimum Requirements

- A.) The IT / OT Tech I employee must be willing to enter into an agreement with the Authority, whereas the employee will be enrolled in an Electrical Apprentice Program at the Authority's cost for tuition and books. This is a 4-year program, in which at the completion of the program, the employee will be qualified to test for their Journeyman electrical license. In return, the employee agrees to stay in the employment of the Authority for one (1) year after completion of the program and obtaining their Journeyman Electrical License. Failure to meet this requirement will result in the employee reimbursing all program costs to the Authority.
- B.) The IT / OT Tech I employee must acquire a minimum of an Arkansas Class 3 Water Distribution Operator License and a Class 3 Water Treatment Operator License within 18 months of the hiring date.
- C.) The IT / OT Tech I employee is responsible for maintaining all required records for work completed and ensuring that tools, parts, and supplies are cleaned, organized, and inventoried as directed.
- D.) The IT / OT Tech I employee is responsible to ensure that all work areas are maintained in a clean and orderly manner.

General Requirements

- A.) The IT / OT Tech I employee must have, and consistently demonstrate, above average communication and human relation skills. Specifically, in how they relate to other Authority Personnel, Authority Directors, Member's Facilities, Regulatory Personnel, and the General Public.
- B.) The IT / OT Tech I employee is expected to assist the SCADA and Network Manager in the job performance of their daily duties in a timely and correct manner.
- C.) The IT / OT Tech I employee will perform other duties as assigned by the General Manager, Maintenance Supervisor, and Maintenance Foreman.
- D.) The IT / OT Tech I employee must have and retain a valid Arkansas Driver's License.
- E.) The IT / OT Tech I employee is expected to conduct themselves as a professional at all times and conform to the Authority's policies and procedures as outlined in the Personnel Handbook.
- F.) In accordance with Act 593 enacted in 2017 by the Arkansas Legislature and signed by the Governor of Arkansas, and because the Benton/Washington Regional Public Water Authority produces potable water for public consumption, which requires the use of hazardous chemicals and other hazardous working conditions: **all employment positions, including full-time, part-time, and/or seasonal/temporary positions with the Benton/Washington Regional Public Water Authority are deemed as "Safety Sensitive Positions". As such, no employee can use or be under the influence of medical marijuana or other prescribed cannabis products while at the workplace and performing their designated job functions**

Additional Work Conditions

The Authority reserves the right to test any employee for operational proficiency and/or for controlled substances or alcohol consumption at the sole discretion of the Authority and without prior notice to the employee.

All applicants for an IT / OT Tech I position will be subject to a Criminal Background Check and Pre-Employment Drug Testing prior to any offer of employment.

The Benton/Washington Regional Public Water Authority is an at-will employer.

Job Description Acknowledgement

IT / OT Tech I

I _____ (state your name) have read the requirements as described in the Job Description for the IT / OT Tech I position, and do attest to the best of my knowledge that I meet those requirements as described.

Exceptions: _____

Signed: _____ Date: _____

Manager: _____ Date: _____