**Operations & Maintenance Specialist**

The Central Oklahoma Master Conservancy District located at 12500 Alameda Dr., Norman, OK 73026, has an opening for an **Operations & Maintenance Specialist**. Inquiries are to be made to the attention of the General Manager or by phone at (405) 329-5228. Applications may be obtained from the District’s office and will be accepted through June 26th or until the position is filled and the position will be filled ASAP.

**MINIMUM QUALIFICATIONS: Education and Experience:** Associates degree in electrical, electronics or computer related field and/or equivalent technical license or certification. Five years of related experience. Applicant must possess a valid Oklahoma Driver’s License with a satisfactory driving record. Must possess or obtain within twelve (12) months of employment a Water Operator Certification, Class C from the Oklahoma Department of Environmental Quality. **Knowledge:** Computer data entry, Microsoft Excel, Word and Access or other comparable database software. Apply technical knowledge to diagnosing and solving operational problems involving SCADA, electrical/electronic controls, electrical and mechanical equipment, communications and computers. Understand and practice safety precautions of mechanical and electrical trades. Communicate effectively both orally and in writing: speak clearly and follow oral and written instructions. Establish and maintain effective working relationships in a team environment. **Mental and Physical Abilities:** Ability to maintain regular, predictable and punctual attendance. Ability to concentrate and pay close attention to detail. Physical effort required to climb/descend stairs and ladders and for standing, walking and carrying light to moderately heavy (up to 50 lb.) occasionally. **Additional Information:** Selected applicant must pass background investigation, physical exam and drug screen.

**DUTIES AND RESPONSIBILITIES:** Manages the Supervisory Control and Data Acquisition (SCADA) system to assure system reliability and security. Performs system backups and archival tasks for programs, graphic screens, tag database and historical database. Maintains security systems and administers system and user passwords. Performs Programmable Logic Control (PLC) program updates and modifications. Maintains maintenance software, operation and maintenance manuals. Assists with data collection, generates operating and progress reports that include graphs and statistical information. Tracks trends and analyzes system inputs. Programs and troubleshoots PLCs in pumping equipment, instrumentation and electrical equipment. Performs routine maintenance and emergency repairs. Provides technical support of PC, laptop, network computers and associated software. Supports all District operations as needed.

**WORKING CONDITIONS:** Duties may be performed inside or outside any of the District’s facilities in any weather condition. Occasional work in confined spaces using appropriate safety procedures and equipment. Work hours are 7:45 am to 4:15 pm Monday through Friday with occasional on-call duty and overtime.