



CITY OF CEDAR RAPIDS
invites applications for the position of:

Utilities Process Control Specialist

SALARY: \$64,105.60 - \$86,569.60 Annually

OPENING DATE: 09/06/22

CLOSING DATE: 09/20/22 04:00 PM

DESCRIPTION:

Do you have a passion for continuous improvement along with a passion for environmental sustainability? Are you a self-starter with a need for continuous education and knowledge growth? The City of Cedar Rapids is looking to hire a Utilities Process and Control Specialist to join our organization! If you are detail oriented, self-motivated, and open to process changes that lead to continuous process improvement, join our organization today! At the City, we are committed to employing individuals who reflect our community's diverse backgrounds and this position is crucial in the success and strategic direction of a growing and evolving community. We appreciate and leverage the vast experience individuals bring beyond the technical requirements of a job. If you are an individual with similar experience listed here please consider applying. Experience and skills combined with commitment to our core values is key to building a greater community now and for the next generation; therefore, we encourage people from all backgrounds to apply to this position. *Any person who anticipates needing accommodations for any part of the recruitment process please contact Katie Ulmer (k.ulmer@cedar-rapids.org or 319-286-5138).*

What is in it for you?

The City provides outstanding pay, benefits and time off. With participation in the Wellness Program, the Choice Family PPO plan cost is only **\$63.88 per month for 2022! Additionally we offer:**

- Medical co-insurance for participating providers of 90% plan / 10% employee
- Iowa Public Employee's Retirement Pension plans (IPERS) with a 9.44% City contribution and 6.29% employee contribution
- 11 paid holidays per year
- Up to \$3,000 per year in educational assistance
- 4 weeks of paid parental leave
- Generous flex leave (paid-time off)
- Annual pay increases
- Typically receive annual cost of living increase depending on budget
- 100% City paid basic life insurance
- Dental, vision, long-term disability, and supplemental life insurance
- Commitment to professional development
- View our non-bargaining [Choice Plan Benefits Summary](#).

[Cedar Rapids - Why you should live here!](#)

About the Position:

Administers and maintains the Utilities department SCADA and Access Control system and coordinates with contractors on projects.

Position Schedule: Monday-Friday 7:00am-3:30pm

Salary: \$64105.60 annually to commensurate with experience

Successful completion of a pre-employment background check, physical examination (if applicable) and drug screen are required prior to employment with the City of Cedar Rapids. The City of Cedar Rapids does not offer sponsorship for employment authorization.

EXAMPLES OF ESSENTIAL DUTIES:

- Plans, designs, and develops new or replacement programmable logic controllers, analog controls, and computer logic
- Implements control process policies, program changes, and standard operating procedures
- Coordinates, plans, and schedules shutdown activities
- Administers operation, maintenance, and future improvements of access control and video monitoring systems
- Assists with design of automated control systems
- Maintains access policy for site access to Water Pollution Control Plant
- Trains operators and supervisors with troubleshooting process control circuits, devices, and Planar Lightwave Circuit application
- Monitors and troubleshoots plant supervisory control and data acquisition system performance
- Creates, updates, and maintains graphic libraries for the supervisory control and data acquisition system
- Performs related work as required

TYPICAL QUALIFICATIONS:

Required Education and Experience

- Bachelor's degree from an accredited college or university in Engineering, Industrial or Electrical Engineering and
- Three (3) to five (5) years' experience in troubleshooting, maintaining and development of a supervisory control and data acquisition or
- An equivalent combination of education and/or experience
- Excellent written, verbal and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with a diverse population

Required Licenses or Certifications

- Valid U.S. Driver's License

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cedar-rapids.org/>

Position #NB579- 09/06/2022
 UTILITIES PROCESS CONTROL SPECIALIST
 KU

101 First Street SE
 Cedar Rapids, IA 52401
 319-286-5000

k.ulmer@cedar-rapids.org

Utilities Process Control Specialist Supplemental Questionnaire

- * 1. Briefly describe your experience troubleshooting, maintaining, or development of a supervisory control and data acquisition.

- * 2. Upon employment with the City of Cedar Rapids, any secondary employment outside of the position you are hired for must be approved by the Department Director as well as Human Resources Director. (See Section 2, Subsection 06 (2.06) of the City's Personnel Policy here: <https://bit.ly/CR-206>). Please initial below if you acknowledge that you would adhere to this policy if selected for this position.

- * 3. What are your salary expectations?

- * Required Question