



CLASS TITLE | INDUSTRIAL CONTROL SYSTEMS MANAGER

PAY GRADE: EX-52 | www.cityoftulsa.org/pay

Class Code: 2160

Effective Date: 02/05/2025

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for the planning, coordination, management and successful implementation of Supervisory, Control and Data Acquisition (SCADA) systems incorporating computerized industrial control systems for multiple locations; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Plans, directs, and supervises the work of technical staff engaged in installation, configuration and operations of the SCADA systems
- Initiates, directs, and assists in the communication, coordination, and cooperation of work efforts with internal and external customers
- Coordinates large scale projects and complex activities, including scope definition, critical path analysis and instructing, directing and evaluating the work of others to maximize productivity and results
- Prepares and monitors system budget
- Prepares and reviews complex procurement documents such as request for information (RFI) and request for bid (RFB), as necessary
- Monitors and estimates funding for projects
- Consults with contractors, regulatory agencies and operations personnel to ensure compliance with laws, regulations, and guidelines
- Monitors system changes, analyzing impact on business requirements and revising as required
- Assists and performs work involving the preparation and review of contracts and proposals
- Initiates evaluation of existing systems, revising to ensure effective utilization of data processing or hardware resources and optimal performance levels
- Maintains standards for SCADA systems and ensures adherence to standards during projects.
- Initiates and oversees studies to determine adequacy and effectiveness of present operations
- Employs project planning and control for the development and maintenance of project schedules
- Develops, implements, and maintains policies related to cybersecurity and best practices
- Responsible for disaster recovery procedure development, testing and implementation for assigned systems
- Oversees and maintains consistent data collection from multiple SCADA systems used for the department asset management program and operational information systems
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in engineering, computer science, or related field; **and,**
- (b) Eight (8) years' experience relevant to the essential tasks listed in this job description, **including,**
- (c) Two (2) years of experience working in one of the areas specifically mentioned in the purpose statement of this job description



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Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge in maintaining technical systems
- Comprehensive knowledge of the principles, practices and methods of project management
- Comprehensive knowledge of systems and data analysis, design, testing and evaluation
- Good knowledge of procurement practices
- Data processing and communications equipment
- SCADA, Industrial Computer Control Systems, Human-Machine-Interface software and historical data programs
- Working knowledge of information technology, networking, transmission protocols, computer systems, and databases

Ability to:

- Plan, direct, and coordinate the work of assigned personnel
- Analyze proposed systems from both the technical and financial aspects
- Formulate short-and long-range plans necessary in accomplishing goals of the department
- Work effectively with others in complex and controversial situations with appropriate tact and courtesy
- Communicate effectively both verbally and in writing
- Determine long-term operational needs
- Analyze high-level, complex systems/infrastructure applications/issues, formulate sound concepts/solutions and effectively resolve problems
- Develop department-level training policies and programs, disseminate and manage requirements and notifications, coordinate training administration, and ensure training accountability
- Analyze complex systems and data

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key and telephone; occasional lifting up to 20 pounds; occasional carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license

WORKING ENVIRONMENT: Working environment is primarily indoors in a non-office setting; and requires travel to various City locations to perform job duties. May be exposed to outdoor work and inclement weather

EEO Code: E-02

Group: Engineering, Planning & Technical

Series: Communications Operations & Maintenance