



## San Juan Water District

9935 Auburn Folsom Road  
Granite Bay, California 95746  
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### Position Description

## Operational Technology Coordinator

**Status:** FLSA Non-Exempt, Confidential in Nature & Non-Safety Sensitive

**Supervisor:** Information Technology Manager

**Effective Date:** March 9, 2026

### **Supervision Received and Exercised**

Receives general, technical and functional supervision from the Information Technology Manager. Does not provide supervision to others.

### **Primary Function**

Manage, support, and integrate operational technology networks and equipment, including SCADA, PLCs, and RTUs, for industrial control systems. This role involves implementation, troubleshooting, and maintenance, ensuring compliance with industry standards and coordinating with stakeholders, teams, and vendors to oversee system performance and project lifecycle. Develop, implement and maintain a Computerized Maintenance Management System (CMMS) for managing assets and work operations and perform assigned duties in the Geographic Information System (GIS).

### **Essential Duties** - *Duties may include, but are not limited to, the following:*

- Oversee the installation, maintenance, and repair of SCADA systems, Human-Machine Interfaces (HMIs), Programmable Logic Controllers (PLCs), and Remote Terminal Units (RTUs).
- Assist in coordinating and integrating OT and IT systems, and projects.
- Provides high-level troubleshooting for SCADA network devices and other automation hardware and software components.
- Manages project requirements, coordinates with project teams, engineers, and third-party vendors.
- Collaborates with vendors to evaluate and implement new SCADA technologies and processes.
- Responsible for the functionality and maintenance of the District's CMMS. Also responsible for coordinating CMMS updates and revisions of the CMMS.
- Coordinates with vendors, consultants, and internal departments to gather asset information and develop a comprehensive database as the foundation for the CMMS. Champions the creation of new asset entries and modifies asset characteristics such as cost, group, type, area, or criticality descriptions as necessary.
- Participates in the development of procedures to collect and maintain data records, including assignment of asset codes, asset data catalogs, and population of life cycle costs, timing and criticalities.
- Assists with the administration of CMMS which includes, but is not limited to, creating, modifying and/or deleting Work Order templates, creating and maintaining employee accounts in CMMS.

- Monitors various reports and works with supervisory and field personnel to make needed corrections.
- Reviews Operations Work Orders and Service Requests to ensure quality of workflow and provides necessary reviews, comments, training and/or corrections to situations as needed.
- Works with internal departments to incorporate preventative/recurring maintenance activities into the CMMS. Guide the development of tailored and standardized reporting structures within the CMMS program as needed to provide quantifiable performance metrics and other related statistics.
- Provides daily customer (user) service and long-term guidance to CMMS users in the operation and capabilities of the program. Participate in the development of maintenance management.
- Assist in the development of budgets.
- Comply with and participate in the district's safety standards policies (PSM, PHA, IIPP, LOTO, Confined Space, RPP, HMBP, RMP, Heat Stress, ARC Flash, Hearing Protection, PPE, etc.) and all related safety requirements.
- Performs other related OT/IT duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Current trends in information technology including hardware, software, and networks.
- Modern office procedures and computer equipment including systems to update and report work order status.
- Principles and practices of good customer service.

#### *Ability to:*

- Maintain accurate records of preventative maintenance activities.
- Maintain and update documentation
- Understand and carry out oral and written instructions.
- Initiate and maintain effective safety practices.
- Communicate effectively.
- Establish and maintain effective working relationships with District staff, outside organizations, and the public.
- Prepare and maintain records.
- Wear protective equipment.
- Provide training to staff

#### *Education and Experience:*

*Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:*

#### Educational Background:

- Bachelor's degree.

#### Technical Expertise:

- Strong knowledge of SCADA systems, PLCs, RTUs, HMIs, and OT network design.

Project Management:

- Ability to manage project requirements, schedules, and resources effectively.

Communication Skills:

- Excellent collaboration and communication skills to work with various stakeholders, including internal teams, engineers, and vendors.

Problem-Solving:

- Strong analytical and troubleshooting skills to resolve complex issues within the operational technology environment.

Industry Knowledge:

- Maintains up-to-date knowledge of industry technology through training and conferences.

*License or Certificate:*

- Possession of, or ability to obtain and maintain an appropriate valid California motor vehicle operator's Class C license. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

**Physical Capabilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking		✓		✓
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		50 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	60 Percent Indoors, 40 Percent Outdoors			