



**Operational Technology Superintendent  
Position Description**

<b>Department:</b> Technical Services		<b>Immediate Supervisor:</b> Technical Services Superintendent	
<b>Pay Group:</b> Management <b>Pay Grade:</b> 7	<b>FLSA Status:</b> Exempt	<b>Last Updated:</b> 8/29/2018	
<b>Positions Supervised:</b> N/A			
<b>Position Summary</b>			
Contribute through leadership team collaborative strategic planning and implementation of initiatives to achieve desired results aligned with organizational mission, vision, values, and fundamentals. Assist with the development of cyber and informational security policy and procedures. Oversee operational technology related software and hardware initiatives.			

**Essential Functions**

1. Provide engaged and collaborative support through the leadership team to ensure successful implementation and communication of organizational goals and to ensure departments' and employees' efforts align with the organizational mission, vision, values, and fundamentals.
  - A. Assist the General Manager through leadership team support and execution of commission and management policies, procedures, and legal requirements.
  - B. Communicate and support organizational positions and goals with employees.
  - C. Collaboratively perform strategic planning and assist with aligning the organization with adopted mission, vision, values, and fundamentals.
  - D. Assist with forecasting and researching related to annual budget development.
  - E. Assist with the implementation and management of strategic initiatives and projects approved through strategic planning and budgeting process.
  - F. Coordinate scheduled labor and resources for assigned initiatives within the strategic plan to ensure critical and organizational wide initiatives are given priority and are successful.
  
2. Oversee organizational cyber and informational security efforts to ensure protection of confidential data, resilience and disaster recovery preparedness, organizational continuity of services preparedness, and employee education and training. Assist with related policy development.
  - A. Serve on Information Security Committee and perform duties as defined in committee charter including risk assessments, risk mitigation, capital improvement planning, and employee education and training.

- B. Assist with the development and implementation of cyber and information security policy.
  - C. Responsible for electronic data privacy protection of sensitive and confidential records.
  - D. Assist with IT/OT Disaster Recovery design and deployment by maintaining an effective backup/restore and recovery strategy. Continually test, evaluate and adjust recovery plans.
3. Oversee and provide software and hardware support for all operational technology systems. Assist in the research and resource planning of technology and software for potential projects being vetted through the organizational strategic planning and budgeting. Coordinate when applicable with city IT and external services.
- A. Provide software and hardware support for operational technology systems including but not limited to: meter reading, billing, supervisory control and data acquisition (SCADA), mapping, inventory, and communication systems.
  - B. Assist in overseeing operation, maintenance, and continuity of service for utility owned communication systems including but not limited to: fiber infrastructure, 800MHz radio system, and cellular communications.
  - C. Assist in the researching, planning, budgeting, and implementation of new operation technology software and hardware initiatives.
  - D. Oversee software updates and information backup.
  - E. Coordinate with city IT and external information technology services as required.
4. Assist in the management of the Technical Service Department. Assist in the supervision of the Technical Services Department employees.
- A. Serve as Technical Services Department superintendent in absence of Technical Service Superintendent.
  - B. Assist in providing work direction for department.
  - C. Provide backup for department timesheets and paid time off approvals.
  - D. Assist in the preparation of information and data analysis as required for management and commission reports.
5. Performs other essential job duties.
- A. Regular and timely work attendance.
  - B. Follows policy and procedure.
  - C. Participates in safety and industry training as required.
  - D. Other duties as required.

### **Required Knowledge, Skills, and Abilities**

- Knowledge in applicable operational technology related computer software and hardware.
- Strong ability to research, trouble shoot, and learn new operational technology systems.
- Strong written, verbal, and electronic communication skills.
- Ability to efficiently use computer, word processing and spreadsheet software, phone, copier, and other standard office equipment.
- Ability to maintain professional behavior consistent with organizational values.
- Ability to make decisions within policy and position parameters.

- Ability to professionally, courteously, and efficiently interact with others.
- Ability to work effectively in a collaborative team environment.
- Ability to work independently.
- Ability to manage multiple projects and meet deadlines.
- Ability to perform all required physical work which may include sitting, standing, stooping, kneeling, crouching, walking, crawling, and climbing.
- Ability to work approximately 20% of the time in the field, and 80% in an office.
- Ability to drive assigned vehicles up to 20% of the time.
- Ability to infrequently lift 50lbs.

### **Minimum Qualifications**

- Valid MN Driver’s License.
- High school degree or equivalent.
- Bachelor degree in computer science, engineering; or equivalent experience.
- Five years applicable computer, controls, cyber security experience.

### **Preferred Qualifications**

- NERC compliance experience.
- Project management experience.
- Operational technology software experience with National Information Solutions Cooperative (NISC), ESRI ArcGIS, Autodesk AutoCAD, Open Systems International (OSI) SCADA, SAP Crystal Reports, and advanced metering infrastructure (AMI).
- Operational technology hardware experience with electric distribution system industry controls and overcurrent protection.
- Computer network administration experience and certification.
- MCSA (Microsoft Certified Systems Administrator).
- CISSP (Certified Information Systems Security Professional).
- CISM (Certified Information Security Manager).
- CASP (Certified Advance Security Practitioner).

This Position Description is not intended to be all-inclusive. It is within Elk River Municipal Utilities’ discretion to assign additional duties and responsibilities or remove duties and responsibilities at any time.

**This Position Description does not constitute a Contract of Employment.**