

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>PROCESS CONTROL PROGRAMMER</b>		
<b>DEPARTMENT:</b>	Pollution Control	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543379
<b>HOURS OF WORK:</b>	40	<b>GRADE/CLASS:</b>	0.16
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Manager of Process Engineering & Maintenance; this position will provide technical support and analysis on all process control infrastructure, Windows-based process server and storage infrastructure, process control and Branch specific software. Responsible for the security of the process control network and all process control system data. Maintain and troubleshoot all process networks (wired, wireless, fibre optic, coaxial, various buses), and computer hardware and software related problems within the Pollution Control Branch. Maintain Extreme Networks and N-tron based equipment. Maintain, upgrade, and modify General Electric Cimplicity Human Machine Interface software, Change Management software and application programs. Create, maintain, upgrade, and modify PLC and RTU ladder logic or structured text programs. Develop, maintain, upgrade and modify SQL server database software and applications. Maintain, upgrade and update Crystal Reports Enterprise web based reporting software. Develop new management reports. Maintain, upgrade and modify CCTV system and card access system. Troubleshoot plant equipment control system software and hardware. Maintain Pollution Control Branch web pages. Work and liaise with consultants, contractors, and system integrators to prepare specifications for system integration projects and ongoing maintenance of them. Prepare and maintain operating procedures for plant equipment control systems. Provide functional supervision for staff at pollution control sites. Handle petty cash and credit cards. Responsible for signing for the receipt of materials. Travels to both pollution control plants and various pumping stations. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have a three (3) year Computer Systems Technology, Information Systems or Computer Science Diploma from a Community College or University Degree or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of experience with specific hardware/software used in plants and pumping stations, i.e. PLC ladder logic programming, (preferably GE Fanuc) and Human Machine Interface Software (preferably GE Cimplicity or Intellution Fix);
- Must hold and maintain a current, valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Proven experience with Windows operating systems, and utilizing the Microsoft Office Suite of products (Outlook, Word and Excel);
- Experience in network, database and security administration;
- Must have proven oral and written communication skills;
- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with work;
- Experience in Microsoft network installation, setup and troubleshooting will be considered an asset;
- Working knowledge of RTU programming; SCADA systems and communications over dial up and/or dedicated phone lines and wireless networks would also be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.
- Note: Employees are urged to take the Tetanus, Polio, Typhoid, and Hepatitis A vaccinations as soon as possible after commencement of employment in the Pollution Control Division.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff**

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of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.