



CLASS TITLE | INDUSTRIAL CONTROL SYSTEMS SUPERVISOR

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Effective Date: 08/12/2026

CLASS CODE: 3036

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general direction, performs advanced technical, administrative, and leadership work in a specialized applications/systems environment involving the analysis, design, implementation, and oversight of Human-Machine Interface (HMI) and Supervisory Control and Data Acquisition (SCADA) systems. Provides supervision to team members, leads project coordination efforts, and ensures the integrity, security and disaster recovery of computerized industrial control systems supporting Water Supply, Water Pollution Control, Sewer Operations and Maintenance, and Water Distribution operations; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Plans, analyzes, evaluates, designs, programs, develops, implements and maintains Supervisory Control and Data Acquisition (SCADA), Local Area Network (LAN), Cellular and Radio Frequency (RF) wireless systems and database applications
- Coordinates implementation and completion of upgrades and special projects with staff
- Manages maintenance activities through a record system including people, assets, time, spares, and other relevant tasks
- Serves as a technical supervisor to the Industrial Systems Analysts
- Responsible for disaster recovery procedures for all Industrial Control System (ICS) SCADA systems, including maintaining recovery files and ensuring system resilience
- Ensures recovery plans meet Environmental Protection Agency requirements outlined in the Safe Drinking Water Act
- Coordinates with Purchasing and administrators to procure servers, HMI's, software, licenses, hardware and services
- Evaluates, studies, plans and recommends software applications and hardware systems for computers and industrial control systems to meet current and future operational needs
- Creates system/statistical reports and other required information for the Environmental Protection Agency, Department of Environmental Quality, treatment plant operations and management
- Provides technical support and assists with system and network administrator tasks, including database backup, maintenance, and setting up data security systems
- Creates program revisions or enhancements to collect and analyze data and achieve informational goals
- Maintains inventory of control systems hardware, applications software, and division's fixed assets



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- Acts as liaison with external vendors, contractors, engineering firms and other agencies to solve computer, software and control system issues
 - 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:

1. (a) Graduation from an accredited college or university with a bachelor's degree in computer science, engineering, computer technology, mathematics, statistics or a related field, including coursework in engineering, computer science, and/or industrial control systems; **and**,
(b) Five (5) years' experience in computer operating systems software and/or data communications, including wireless technologies; **including**,
(c) One (1) year of supervisory or lead experience; **or**
2. (a) Six hundred (600) clock hours in an approved technical program in electronics or control systems; **including**
(b) Six (6) years' professional experience in computer applications programming in PLC (Programmable Logic Controllers), HMI (Human-Machine Interface), DCS (Distributed Control Systems), and SCADA systems; **and**
(c) Two (2) years' supervisory or lead experience

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PAY INCREASE OPPORTUNITIES

Employees will be eligible for the following proficiency increase opportunities upon completion of all criteria below. If an employee elects to complete proficiency increases, the opportunities must be completed beginning with #1 in order. (However, an employee is not required to complete all three (3) proficiencies).

Increase Opportunity #1

- A one (1) step increase after obtaining any two (2) of the following certifications: CompTIA Network +, Server +, or Security +, or comparable technology specific certifications upon manager approval; **and**
- Possession of a Class "B" Water and Wastewater Operator Licenses as issued by the Department of Environmental Quality (DEQ); **and**
- Twelve (12) months in position

Increase Opportunity #2

- A one (1) step increase after obtaining any two (2) of the following certifications: CompTIA Security +, CySA +/ SecurityPro, or CASP +/ Security X, or comparable technology specific certifications upon manager approval; **and**
- Twenty-four (24) months in position

Increase Opportunity #3

- A one (1) step increase after obtaining one (1) of the following certifications: CISSP, GICSP, or DOD 8570; **and**
- Possession of a Class "A" Water and Wastewater Operator Licenses as issued by the Department of Environmental Quality (DEQ); **and**
- Thirty-six (36) months in position

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the methods and techniques used in system analysis design and related maintenance procedures
- Considerable knowledge of SCADA, Industrial Control Systems, HMI software and historical data programs



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- Considerable knowledge of methods, materials, and instruments used in troubleshooting and repairing control systems
- Comprehensive knowledge of relational databases, including creating reports, and maintaining operating systems and networks

Ability to:

- Train, motivate, direct and coach staff to achieve performance standards
- Maintain confidentiality
- Analyze, research, and provide strategic solutions to system and software issues independently
- Communicate effectively both verbally and in writing with a diverse group of individuals
- Understand and influence the behavior of internal and external customers in order to achieve job objectives

Skill in:

- Analyzing data or information to provide pertinent information and reports
- Conflict resolution, problem-solving and time management

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to fifty (50) pounds; may be subject to walking, standing, sitting, reaching, handling, and feeling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Must be in possession of the following:

- a) Possession of a valid Oklahoma class "D" Driver license; **and,**
- b) Class "D" Water and Wastewater Operator Licenses as issued by the Department of Environmental Quality (DEQ) within six (6) months of date of hire; **and**
- c) Will maintain the track towards Class "A" Water and Wastewater Operator Licenses as issued by the Department of Environmental Quality (DEQ), as timelines allow and as approved by management

WORKING ENVIRONMENT: Working environment is primarily indoors in a non-office setting; requires extensive travel to various City locations to perform systems maintenance and operational duties; and occasional work outdoors and in inclement weather.

EEO Code: E-03

Group: Clerical and Administrative

Series: Data Processing and Information Services