

# IT-OT Analyst

Location: 4610 Beecher Rd, Flint, MI 48532

**Applications are required for consideration for this position.** Resume Submission alone is not an application for a position. An individual **must** complete our standard application form and provide proof of certificates and licenses required for the posted position.

There is one (1) openings for an IT-OT Analyst at Genesee County Water and Waste Services in Flint, MI. Duties include: Functions as the analyst responsible for the configuration, installation, operation and maintenance of the Division's Information Technology (IT) and Operational Technology (OT) systems including computer, network, telecommunications, SCADA, PLC, and industrial control systems. Serves as a key role bridging IT infrastructure and OT environments to ensure secure, reliable, and efficient operations across all facilities.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Computer Science, Information Technology, Engineering, Industrial Technology, or a related field. Equivalent experience/certifications and/or a relevant Associate's degree may be considered in lieu of Bachelor's degree.
- Minimum of three (3) years of experience in IT/OT systems.
- Two (2) years or more experience in water/wastewater operations preferred.
- Demonstrated experience with SCADA systems preferred.
- Demonstrated experience with PLCs and industrial control systems preferred.
- Working knowledge of networking, system administration, and cybersecurity principles.
- Familiarity with industrial platforms such as Allen Bradley, Ignition (Inductive Automation), Opto22, or similar systems preferred.
- Strong interpersonal and communication skills, including the ability to convey technical information to non-technical personnel. • Demonstrated analytical and problem-solving skills.
- Ability to design, implement, and support IT and OT systems.
- Proficiency in Microsoft Office applications, including Word and Excel.
- Ability to maintain concentration and attention to detail in a dynamic environment.
- Ability to manage multiple priorities and adapt to changing operational demands.
- Ability to perform effectively under pressure and during system incidents.
- Ability to perform physical activities including reaching, stooping, kneeling, and crouching.
- Ability to use tools and equipment necessary for system maintenance and repair.
- Ability to sit for extended periods of time. • Ability to lift and transport equipment weighing up to 50 pounds.
- Must possess a valid Michigan driver's license.
- Must meet all requirements of the Division Driver Policy.

**WAGE SCALE:**

|             |  |
|-------------|--|
| <b>H-7</b>  | Must meet ALL minimum qualifications   |
| <b>H-8</b>  | Must have 5+ years of IT/OT experience and/or a relevant Bachelor's degree   |
| <b>H-9</b>  | Must have 7+ years of IT/OT experience and/or a relevant Bachelor's degree   |
| <b>H-10</b> | Must have 10+ years of IT/OT experience and/or a relevant Bachelor's degree. Promotion to H-10 is not automatic as it will involve supervisory duties as detailed above. |

| HOURLY      |                   |           |          |          |          |          |          |          |           |           |
|-------------|-------------------|-----------|----------|----------|----------|----------|----------|----------|-----------|-----------|
|             |                   | (A)-Start | (B)-YR 1 | (C)-YR 2 | (D)-YR 3 | (E)-YR 4 | (F)-YR 5 | (G) YR 6 | (H) YR 7  | (I) YR 8  |
| <b>H-7</b>  | IT-OT Analyst H7  | \$31.10   | \$31.94  | \$32.76  | \$33.60  | \$34.44  | \$35.28  | \$36.12  | \$36.95   | \$37.80   |
|             |                   | \$64,688  | \$66,435 | \$68,141 | \$69,888 | \$71,635 | \$73,382 | \$75,130 | \$76,856  | \$78,624  |
| <b>H-8</b>  | IT-OT Analyst H8  | \$34.22   | \$35.14  | \$36.07  | \$36.99  | \$37.91  | \$38.84  | \$39.75  | \$40.67   | \$41.60   |
|             |                   | \$71,178  | \$73,091 | \$75,026 | \$76,939 | \$78,853 | \$80,787 | \$82,680 | \$84,594  | \$86,528  |
| <b>H-9</b>  | IT-OT Analyst H9  | \$37.44   | \$38.46  | \$39.46  | \$40.49  | \$41.50  | \$42.52  | \$43.55  | \$44.56   | \$45.59   |
|             |                   | \$77,875  | \$79,997 | \$82,077 | \$84,219 | \$86,320 | \$88,442 | \$90,584 | \$92,685  | \$94,827  |
| <b>H-10</b> | IT-OT Analyst H10 | \$41.07   | \$42.20  | \$43.34  | \$44.48  | \$45.63  | \$46.77  | \$47.91  | \$49.05   | \$50.17   |
|             |                   | \$85,426  | \$87,776 | \$90,147 | \$92,518 | \$94,910 | \$97,282 | \$99,653 | \$102,024 | \$104,354 |

Applications shall be mailed to:  
 Genesee County Water and Waste Services, Attn: HR  
 4610 Beecher Rd, Flint, MI 48532  
 Applications can be e-mailed to: [hr@gcdcwws.com](mailto:hr@gcdcwws.com)

**Position open until filled**  
**Applications must either accompany or follow resume submission**

**NO PHONE CALLS. EEO.**



**GENESEE COUNTY DRAIN COMMISSIONER  
DIVISION OF WATER & WASTE SERVICES**

**JOB DESCRIPTION**

|                    |                                 |                    |                   |
|--------------------|---------------------------------|--------------------|-------------------|
| <b>JOB TITLE:</b>  | <b>IT-OT ANALYST</b>            | <b>DEPARTMENT:</b> | <b>Technology</b> |
| <b>REPORTS TO:</b> | <b>Chief Technology Officer</b> | <b>REVISED:</b>    | <b>04/22/2026</b> |

**JOB SUMMARY:** Functions as the analyst responsible for the configuration, installation, operation and maintenance of the Division's Information Technology (IT) and Operational Technology (OT) systems including computer, network, telecommunications, SCADA, PLC, and industrial control systems. Serves as a key role bridging IT infrastructure and OT environments to ensure secure, reliable, and efficient operations across all facilities.

**PRIMARY DUTIES & RESPONSIBILITIES (H7 through H10):**

- Performs configuration, installation, operation, and maintenance of IT and OT systems, with primary emphasis on OT environments.
- Maintains computer, network, telecommunications, and industrial control systems.
- Administers and supports SCADA systems, including HMI, telemetry, and communications infrastructure.
- Supports and troubleshoots PLCs and associated industrial control devices.
- Diagnoses and resolves hardware, operating system, network, and control system issues in a timely and effective manner.
- Coordinates with internal staff and external vendors to resolve complex technical issues.
- Designs, configures, and implements integrated IT/OT solutions supporting operational processes.
- Evaluates and recommends improvements to control systems, applications, and infrastructure to enhance reliability, efficiency, and cybersecurity.
- Implement system upgrades, enhancements, and expansions across OT and support of IT environments.
- Forecasts and plans for future OT and IT system needs, including equipment and lifecycle replacement.
- Provides technical support and guidance to operations personnel and end users.
- Develops and delivers training related to SCADA, control systems, and supporting technologies.
- Administers user access and permissions in accordance with established policies and cybersecurity standards.
- Develops, documents, and maintains IT/OT policies, procedures, and standards.
- Maintains inventory of hardware, software, and OT assets.
- Develops and maintains system documentation including network diagrams and control system architecture.
- Coordinates procurement processes including vendor evaluation and selection.
- Performs field support activities at operational facilities.
- Supports installation, commissioning, maintenance, and troubleshooting of systems.
- Participates in and supports special projects and initiatives.
- Maintains current knowledge of IT, OT, industrial automation, and cybersecurity practices.
- Performs other duties as assigned.

**PRIMARY DUTIES & RESPONSIBILITIES (H10):**

- Researches, identifies and recommends system improvements and changes to programs and/or procedures as appropriate to enhance the efficiency and reliability of information system operations
- Evaluates information security systems and applications and suggests enhancements
- Coordinates and implements system upgrades, enhancements, and expansions.
- Oversee and monitor the work of the H7, H8 and H9 IT/OT Analysts

# IT-OT ANALYST

## MINIMUM QUALIFICATIONS:

- Bachelor's degree in Computer Science, Information Technology, Engineering, Industrial Technology, or a related field. Equivalent experience/certifications and/or a relevant Associate's degree may be considered in lieu of Bachelor's degree.
- Minimum of three (3) years of experience in IT/OT systems.
- Two (2) years or more experience in water/wastewater operations preferred.
- Demonstrated experience with SCADA systems preferred.
- Demonstrated experience with PLCs and industrial control systems preferred.
- Working knowledge of networking, system administration, and cybersecurity principles.
- Familiarity with industrial platforms such as Allen Bradley, Ignition (Inductive Automation), Opto22, or similar systems preferred.
- Strong interpersonal and communication skills, including the ability to convey technical information to non-technical personnel.
- Demonstrated analytical and problem-solving skills.
- Ability to design, implement, and support IT and OT systems.
- Proficiency in Microsoft Office applications, including Word and Excel.
- Ability to maintain concentration and attention to detail in a dynamic environment.
- Ability to manage multiple priorities and adapt to changing operational demands.
- Ability to perform effectively under pressure and during system incidents.
- Ability to perform physical activities including reaching, stooping, kneeling, and crouching.
- Ability to use tools and equipment necessary for system maintenance and repair.
- Ability to sit for extended periods of time.
- Ability to lift and transport equipment weighing up to 50 pounds.
- Must possess a valid Michigan driver's license.
- Must meet all requirements of the Division Driver Policy.

## WORKING ENVIRONMENT:

- Work involves exposure to both office and industrial environments including water and wastewater facilities.
- Exposure to dust, dirt, noise, and confined or difficult-to-reach locations when installing and maintaining equipment.
- Work involves travel to facility locations in and around Genesee County.
- May be required to work at times other than normal business hours (i.e., evenings and/or weekends).
- May need to travel for training and other professional duties.
- This position shall not work remotely or virtually.

## WAGE SCALE:

|      |  |
|------|--|
| H-7  | Must meet ALL minimum qualifications   |
| H-8  | Must have 5+ years of IT/OT experience and/or a relevant Bachelor's degree   |
| H-9  | Must have 7+ years of IT/OT experience and/or a relevant Bachelor's degree   |
| H-10 | Must have 10+ years of IT/OT experience and/or a relevant Bachelor's degree. Promotion to H-10 is not automatic as it will involve supervisory duties as detailed above. |

Approved by:  Date: 4/23/2026 Approved by:  Date: 4/23/26

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*