

**Job Title:** Water Systems SCADA Intern**Job Status:** Full-Time**Department:** Operational Technology**Job Grade:** T200**Reports To:** Operational Technology Manager**Work Setting:** On-Site**Pay Status:** Non-Exempt**Date Created/Updated:** 11/24/2025**Location:** Wastewater Treatment Plant

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### Position Summary

New Braunfels Utilities (NBU) is seeking an individual for the temporary position of Water Systems SCADA Integrator Intern. This position will be responsible for assisting the Water & Wastewater SCADA Administrator in developing and maintaining New Braunfels Utilities' Water and Wastewater SCADA infrastructure. Work is performed in accordance with well-prescribed procedures and defined objectives under close technical and methodological supervision.

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### Essential Duties & Responsibilities

- Documentation of new and existing infrastructure
- Development of displays and programming for top-end SCADA
- Assists with installation/configuration of broadband, cellular routers, network switches, flow meters, valves, pumps, motors, etc.
- Working with PLC Ladder Logic, flowchart programming, function blocks, structured text programming
- Attending project meetings and Factory Acceptance Testing (FAT)
- Review engineering designs and specifications

#### GENERAL RESPONSIBILITIES

- Adhere to NBU safety guidelines and practices at all times and in all situations
- Exemplifies NBU Core Values of Integrity, Stewardship, Team, Culture and Safety
- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Participate in and support initiatives to reach annual NBU Performance Measures

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### Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Some College

Field of Study: Electrical or Industrial Engineering

Work Experience Time Frame: One Year or More

Other: [Click or tap here to enter text.](#)

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### Certification and Licensures Requirements

A valid Texas Driver's License is required to operate a company vehicle.

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### Other Minimum Qualifications

Applicants must possess a high school diploma or equivalent, a valid driver's license, and have completed or be enrolled in a recognized curriculum at an institution of higher education in Electrical, Industrial Engineering, or a similar field.

Experience with Inductive Automation, Rockwell, and Industrial Control Systems is a plus.

Click or tap here to enter text.

## Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Other Software Knowledge

Click or tap here to enter text.

## Experience with Machines, Tools, Equipment and Other Work Aids

Vehicle, screwdriver, knives, multimeter, map, flashlight, hard hat, safety glasses, safety vest, Laptop, iPad

## Physical Demands

**Standing:** Choose an item.

- ☐ Making Presentations
- ☒ Observing Work Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

**Fine Dexterity:** Choose an item.

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☐ Calculator
- ☒ Calibrating Equipment

**Walking:** Choose an item.

- ☒ To Other Departments/Office/Office Equipment
- ☒ Around Worksite

**Lifting:** Choose an item.

- ☒ Supplies
- ☒ Equipment
- ☐ Files

**Carrying:** Choose an item.

- ☒ Supplies

☒ Equipment

☐ Files

**Sitting:** Choose an item.

- ☒ Desk Work
- ☒ Meetings
- ☒ Driving

**Reaching:** Choose an item.

- ☒ For Supplies
- ☐ For Files

**Handling:** Choose an item.

- ☐ Paperwork
- ☐ Monies

**Kneeling:** Choose an item.

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

**Pushing/Pulling:** Choose an item.

- ☐ File Drawers
- ☒ Equipment

- ☒ Table and Chairs
- ☐ Hose

**Climbing:** Choose an item.

- ☒ Stairs
- ☒ Ladder
- ☒ Step Stool
- ☐ Onto Equipment

**Vision:** Choose an item.

- ☒ Reading
- ☒ Computer Screen
- ☒ Driving
- ☒ Observing Worksite

**Foot Controls:** Choose an item.

- ☒ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

**Balancing:** Choose an item.

- ☒ On Ladder
- ☒ On Equipment
- ☒ On Step Stool

**Other:** Click or tap here to enter text.

**Bending:** Choose an item.

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☒ Making Repairs

**Crouching:** Choose an item.

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

**Crawling:** Choose an item.

- ☐ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

**Hearing:** Choose an item.

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☒ Listening to Equipment

**Twisting:** Choose an item.

- ☒ From Computer to Telephone
- ☒ Getting Inside Vehicle

**Talking:** Choose an item.

- ☒ Communication Via Telephone/Radio/To-Co-Workers/Public

## Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Outdoors/Field

Other: Click or tap here to enter text.

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☒ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
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Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

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### Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

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Employee's Signature

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Employee's Printed Name

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Date