

MARSHALL MUNICIPAL UTILITIES

INFORMATION TECHNOLOGY & BROADBAND DEPARTMENT

JOB DESCRIPTION

Written 01/2019

TITLE: Programmer

CLASSIFICATION: Nonexempt

PAY RANGE: 15

JOB LOCATION: 75 E. Morgan, Marshall, MO

NORMAL WORK SCHEDULE: 7:00 a.m. to 4:00 p.m., Monday-Friday. Includes after-hours and weekend duty as may be scheduled or unscheduled during emergencies, storms, outages or periods of equipment failure, and as necessary to accomplish work.

BASIC DESCRIPTION OF WORK: Learn and understand MMU's internal and external data and communications systems in order to improve, expand, maintain and troubleshoot in cooperation with others and individually as needed. Code, test, debug, document, and install both new programs/technologies and changes to existing programs/technologies of a complex nature using approved programming languages.

This job requires the following education and/or experience:

- Bachelor's Degree in computer sciences or related discipline; or
- College level, trade school, or certification training coursework in Computer Science, Computer Information Systems, Programming, Engineering or Design; or
- Reasonable equivalent experience

This job requires the following,

- (1) at the time of hire:
 - a. Telephone at residence (cellular or landline acceptable)
 - b. Valid Missouri Class F Driver's License
 - c. Familiarity with computer systems

- (2) obtained on the job:
 - a. Residency within or in close proximity to Marshall

PRIMARY DUTIES OF JOB: Collaborates with managers and coworkers to meet on-going needs for MMU's computer and communication systems. Develops, maintains, improves and migrates MMU's programs using multiple computer languages that may include: C#, Visual Basic, VB.Net, VBA, PHP, HTML and others as needed. Creates, modifies, and tests code, forms, and scripts. Responsibilities include, but are not limited to development, installation, configuration, testing, maintenance, monitoring, and troubleshooting of software and systems. Performs on-site analysis, diagnosis, and resolution of issues for a variety of complex systems. Performs additional duties as deemed necessary.

SECONDARY DUTIES OF JOB: Performs server administration. Performs a variety of technical and skilled tasks in support of MMU's computer and communication systems. May assume other duties as assigned.

To do this job you must be able to:

- Operate a personal computer on a professional level of experience; includes use of laptop
- Understand, write and convert between hexadecimal, binary, and decimal
- Perform some hexadecimal and binary calculations
- Perform some algebraic and geometric calculations
- Learn and apply specialized computer languages
- Distinguish and recognize colors
- Visually (in a variety of conditions) obtain accurate data from various written material
- Work safely alone and with others in a compatible manner
- Understand safety codes, written symbolic and verbal instructions of a complicated nature
- Communicate effectively, in English, verbally in person and by telephone/radio, and through written material including e-mail
- Operate a vehicle with frequent in and out
- Wear standard safety equipment including hard hat and eye and ear protection
- Function with rapport regarding suppliers, engineers, contractors, the general public, employees of MMU and management

PHYSICAL DEMANDS:

- 1) Effectively operate computer keyboard and mouse
- 2) Walk, climb and descend ladders and stairs
- 3) Lift moderate weights (30- 50 lbs.)
- 4) Work in confined spaces and heights
- 5) Squat, kneel, bend and reach overhead

ENVIRONMENTAL CONDITIONS: Work will be primarily indoors and normally an office environment. May be subjected to adverse weather and unfavorable conditions (hot, cold, muddy, wet, dusty and greasy).

SUPERVISION RECEIVED: Works under the general supervision of the IT & Broadband Director and the direct supervision of the IT Manager or others as assigned.

SUPERVISION GIVEN: None under normal conditions. May assist in or be responsible for the training of personnel in apprentice position as assigned by the IT Manager.