

THE YORK WATER COMPANY  
Job Description

JOB TITLE: Oracle Applications Engineer

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EXEMPT: Yes  
DIVISION: G&A

JOB CODE: 315  
DEPARTMENT: Information  
Technology Department

LOCATION: Main Office  
REPORTS TO: Information Technology  
and Services Administrator

PREPARED BY: Human Resources  
APPROVED BY: Jeffrey Hines

DATE: January 2018  
DATE: January 2018

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SUMMARY: Design, develop, unit test and maintain internally-developed applications as assigned. Able to work independently within general guidelines, supporting all user departments of the Company. Serves as the Oracle lead for the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Serve as the Oracle lead for the IT Department.
2. Work with the Information Technology and Services Administrator in setting goals specific to Oracle, as well as general departmental goals.
3. Serve as a primary contact between the company and any Oracle consultants the company engages with.
4. Design, develop, unit test and maintain internally-developed applications as assigned.
5. Gather and refine business requirements, translating them into technical specifications.
6. Estimate project timelines and resources required to complete programming projects.
7. Support applications throughout the product development life cycle.
8. Write change management documentation for assigned projects.
9. Provide technical and administrative support for entire Company Oracle environment.
10. Provide technical and administrative backup support to non-Oracle Company computer environment as required.
11. Work with the Information Technology and Services Administrator to provide strategic and tactical plans to enhance the Company's Oracle capabilities on an ongoing basis including but not limited to hardware, software, and user training requirements.

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12. Participate in company IT Committee or other multidisciplinary teams as directed by the Information Technology and Services Administrator.
13. Provide/schedule preventative maintenance and repair of all computers, printers and other computer-related hardware under employee's jurisdiction as directed by the Information Technology and Services Administrator.
14. Work with the Information Technology and Services Administrator to provide accurate and complete backup of data administration for assigned systems.
15. Handle all proprietary information in a confidential manner.
16. Prepare requisitions for the procurement of necessary supplies and equipment subject to required approvals and procedures.
17. Maintain security and confidentiality of Department equipment and Company files/information.
18. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company, including employees.

**SUPERVISORY RESPONSIBILITIES:**

Serves as the Oracle lead for the department and plans and assigns work in that capacity. Oversees the Oracle Applications Developer (under the direction of the Information Technology and Services Administrator) as well as consultants engaged for Oracle work.

**QUALIFICATION REQUIREMENTS:**

**EDUCATION and/or EXPERIENCE:**

1. BS in Computer Science or comparable experience. Certified Oracle Developer.
2. Multiple years of leadership and project management experience required. Direct supervisory experience is preferred.

**RELEVANT COMPUTER SKILLS:**

1. Familiarity with Oracle Forms and Reports or similar design tools
2. Familiarity with SQL and PL/SQL
3. Technical and functional knowledge of Oracle E-Business Suite
4. Familiarity with UNIX environments and shell scripting
5. Familiarity with technical aspects of mobile computing platforms
6. Experience in complex application development in a RDBMS environment

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7. Ability to estimate project timelines and resources required to complete projects
8. Able to efficiently troubleshoot and resolve complex and mission-critical issues
9. Good understanding of software design principles

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers and employees.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest and percentages.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram forms.

**OTHER SKILLS and ABILITIES:**

Efficiently and accurately use copier, telephone, various computers, peripheral computer equipment and other standard office equipment.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear; and sit. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel or crouch.

The employee must regularly lift and/or move up to 15 pounds and occasionally must lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must be able to work under stress and work additional time in order to meet reporting deadlines.

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WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. Typically works in an office setting.