Santa Clara Valley Water District

APPROVED BY: THE CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE: November 2007

CONTROL SYSTEMS TECHNICIAN SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To supervise, assign, review and participate in the work of staff responsible for the design, maintenance, repair, modification and installation of electronic, pneumatic, hydraulic, analog and digital equipment, telemetry systems, and control systems used in the pumping, treatment and distribution of water; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the first full supervisory level class in the control systems technical class series. Incumbents provide both administrative and technical supervision to a group of employees in control system technician classes. In addition, they provide administrative supervision to employees in other trades at the facility for which they are responsible. The work of positions in this class emphasizes planning, scheduling, coordinating and organizing projects and work to ensure the optimum utilization of staff and resources at the facility to which assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel.

Exercises direct supervision over assigned control systems technician staff. Exercises administrative supervision over assigned workers in other trades.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for the design maintenance, repair, modification and installation of electronic, pneumatic, hydraulic, analog and digital equipment, telemetry systems and control systems used in the pumping, treatment and distribution of water.

2. Develop work plans for assigned facility craft team; monitor team progress and makes adjustments as necessary; supervise and schedule the day-to-day general maintenance activites for craft workers assigned to facility; conduct daily maintenance and operation team meetings at assigned facility; monitor attendance and leave usage and approve time off for assigned craft workers; approve time sheets for facility maintenance team; aid each craft worker in obtaining assistance from other crafts in the maintenance unit.

3. Establish schedules and methods for providing maintenance and repair services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

4. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.

5 Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.

6. Perform the more technical and complex tasks of the work unit including the identification and scheduling of automated control system installation, maintenance and repair work.

7. Install, maintain, repair, calibrate, inspect, modify and test electronic, electro-mechanical, pneumatic, hydraulic and similar sensory, communications, control and signal conversion devices.

8. Set programmable controllers to appropriate parameters for proper operation; troubleshoot problems and determine needed repairs.

9. Review and interpret diagrams and specifications and perform work accordingly; review the electronic and related portions of engineering designs and proposed facility modification and recommend operational improvements.

10. Review and analyze repair service requests from clients; plan, develop and schedule resources, equipment and materials to complete assignments.

11. Coordinate technical maintenance and repair work with other District operations; ensure scheduled maintenance will not impact treatment and distribution operations; establish and provide completion dates and project objectives.

12. Inspect work performed by installation and maintenance contractors; evaluate work completed and work in progress.

13. Assign, coordinate and support system upgrades and special projects; estimate time, materials and equipment required for jobs assigned; requisition materials as required.

14. Participate in the selection of selected staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

15. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.

16. Prepare analytical and statistical reports on operations and activities.

17. Manage electronic parts, inventory, materials and supplies.

18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of electronic equipment maintenance and repair.

19. Provides information to and coordinates with plant operators, engineering staff, contractors, and other plant maintenance and control personnel, including electricians and plant maintenance mechanics. Works closely with a variety of contractors to ensure that maintenance operations are coordination and production is not disrupted.

21. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an electronic control and telemetry systems maintenance and repair program.
Theories, practices, procedures and methods applied to the installation, maintenance, repair and modification of electronic, electro-mechanical, pneumatic and hydraulic sensory and control systems.
Operational characteristics of complex analog and digital telemetry and sensory equipment.
Methods and techniques of calibrating electronic equipment.
Use, operation, calibration and maintenance of a variety of specialized electronic control systems testing equipment and tools.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of mathematics including algebra and trigonometry.
Principles and procedures of record keeping.
Principles of inventory control.
Principles of business letter writing and technical report preparation.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.
Principles of budget preparation and control.

Ability to:

Oversee a comprehensive electronic control systems maintenance and repair program.
Supervise, organize and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Oversee the work of contracted staff.
Install, maintain, modify, repair and test a variety of electronic, electro-mechanical, pneumatic, hydraulic, analog and digital systems.
Interpret and work from electrical diagrams and specifications.
Diagnose problems in sensory and control equipment and recommend corrective action.
Inspect work performed, ensure accuracy and recommend modifications for improvement.
Operate a variety of specialized electronic testing equipment in a safe and effective manner.
Maintain accurate and detailed records and prepare clear and concise reports.
Monitor inventory of electronic parts, materials and supplies.
Establish and maintain effective working relationships with those contacted in the course

of work.
Communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Four years of experience in the maintenance, installation and repair of electronic sensory and control systems including two years at the journey level and one year of administrative or lead supervisory responsibility.

Training

Equivalent to the completion of the twelfth grade supplemented by college level course work in electronics or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

WORKING CONDITIONS

Environmental Conditions

Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases and electrical energy; work in or with water, below ground, in confined spaces, on slippery or uneven surfaces or at heights on ladders.

Physical Conditions

Essential and marginal functions may require maintaining physical condition necessary for light lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles.

Approve:

Jose L. Peralez **Date:**
Deputy Administrative Officer
Humans Resources Division

Approve:

Nai Hsueh **Date:**
Chief Administrative Officer