

	Job Classification: Representation: Wage Schedule Range: FLSA: Effective Date: Revision Date:	Senior Supervisor Electrical/SCADA SEIU Local 1021 Union 25 Non - Exempt April 2021 February 2018, April 2021
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Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Direct staff to ensure maintenance repair, inspection, modification, design, installation, and calibration of electrical systems, equipment, instrumentation and control systems, as well as for computerized controls – SCADA, and programmable logic controllers, process control systems, and microprocessor-based electronic and electrical equipment for District facilities. Assists in planning systems improvements, upgrades, and new equipment and technologies; prepares budgets for activities of electrical and communication/controls activity; monitors expenditures. Establishes methods and procedures for the work and ensures ongoing training of appropriate staff.

Supervision Received and Exercised

Receives general supervision and direction from the Director of Operations or another designated management position. The Senior Supervisor will oversee, direct, and evaluate the work of both the SCADA Technicians and Electrician/Instrumentation.

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- An incumbent shall, at a minimum be able to successfully perform the duties required of the SCADA Technician II and the Electrician/Instrumentation Technician II. The incumbent will be expected to complete assignments as necessary to facilitate timely repairs for safe and proper operation of District facilities.
- Directs and oversees staff working as Electrician/Instrumentation Technicians and SCADA Technicians.
- Performs probationary period and annual or other evaluations of Electrician/Instrumentation Technicians and SCADA Technicians.
- Establishes performance standards for work to be done by Electrician/Instrumentation Technicians and SCADA Technicians.

- Researches new and revised process control equipment for improved operation and cost savings; evaluates and recommends purchase of control systems and communications equipment to meet current and anticipated District requirements.
- Performs a variety of support level engineering, including development of specifications for design and installation of electrical systems and controls.
- Plays a lead role in developing design requirements for instrumentation controls and/or communication systems, including preparing specifications for bidding, purchase, installation, and testing of associated equipment, hardware, and software.
- Supervises and trains Electrician/Instrumentation Technicians and SCADA Technicians and/or electricians at one or more plants. Plays a lead role in developing or otherwise obtaining training materials. Plans, schedules, assigns, and monitors the work of electricians and controls/communications technicians.
- Plans, coordinates, inspects, and participates with staff from various District departments and contractors the development of systems and equipment used in automation of District facilities.
- Prepares and monitors multiple budgets.
- Develops and updates as necessary procedures and practices for the proper utilization of computer-based systems to perform necessary operational functions.
- Plans and monitors District-wide preventive maintenance program.
 - Assists in the selection, training, motivation, and evaluation of personnel; provides or coordinates staff training; works with employees to correct deficiencies; initiates discipline procedures if necessary; appropriate routes other personnel or staff needs and issues.
 - Assists in annual budget preparation and tracking of monthly expenditures, especially involving the Small Equipment Replacement Program.
 - Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
 - Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
 - Perform related duties as assigned or required for the ongoing operation of the District's business.

Qualifications - Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Knowledge of:

- Principles, methods, materials, tools, and equipment used in the installation, operation, maintenance, calibration, and modification of instrumentation and control systems;
- Electrical and electronic theory and practice as applied to process instrumentation and control equipment;
- Technical operation and maintenance of modern electronic devices;
- Instrumentation associated with water reclamation and water and wastewater treatment

plants.

- Principles and practices of instrumentation calibration and alignment procedures;
- Power distribution, electronics equipment, and testing procedures; water and wastewater plant operations; reclaim pumping and storage; PLC based controls, radio, and telemetry methodology;
- Control system architecture;
- Computer applications related to the work, including telemetry and SCADA hardware and software.
- Basic principles of chemistry and physics;
- Principles and practice of budget preparation and monitoring, documentation, and records management.
- Principles and practices of effective customer service.
- Principles and practice of technical report writing.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.
- Principles of personnel management including supervision, work planning, training, employee development and annual performance evaluations.

Ability to:

- Design, install, modify, calibrate, align, test, troubleshoot, and repair equipment and processes related to electronics, instrumentation, control telemetry, hydraulics, and pneumatics;
- Read, interpret, and prepare, electronic schematics, blueprints, drawings, and diagrams;
- Plan and execute repair, maintenance, and installation of controls and electronic equipment using precision diagnostic measures;
- Work and communicate effectively with District personnel and vendors;
- Train and supervise electrical and controls/communications subordinates in safety measures, work assignments, and skills improvements;
- Perform programming as necessary to modify controls for improved operation.
- Prepare standards and qualification statements for purchases of equipment and/or services.
- Plan, budget, and monitor equipment, staffing, and workload.
- Establish and monitor work standards, and to conduct performance evaluations.
- Recognize and resolve conflict situations in the work place, including planning for them, solving them when they occur, and communicating outcomes reached.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.

- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, internet and an integrated accounting software package
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.

Education and Experience – Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:

- Education equivalent to graduation from high school.
- An Associate or technical school degree in construction management/technology is desirable.
- Fifteen (15) years of increasing responsibility of SCADA, Instrumentation, and commercial electrical work. The final six (6) years of this experience should demonstrate increasingly responsible broad and extensive work experience in maintaining, installing, and repairing a wide variety of electrical, electronic instrumentation, and mechanical equipment, computerized control systems, and communications systems, and shall include three (3) years at a SCADA Technician II level or equivalent.

Licenses and Certifications:

- California Class C Driver’s License with a satisfactory driving record.
- CWEA Electrical Instrumentation Grade 4
- California Distribution Grade 1 certification

Physical Requirements

While performing the duties of this job, the employee is regularly required to walk long distances, stand, sit; exert considerable physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing, lifting/carrying, bending, and performing other similar actions during the course of the workday. Incumbents require sufficient mobility to work in a field setting with exposure to a variety of weather conditions, slippery and uneven surfaces. While performing the job duties the incumbent is required to operate hand tools and equipment and transport materials and supplies weighing up to 95 pounds; use fine and gross motor coordination in using numerous maintenance, power, and hand tools, and equipment and machinery; reach with hands and arms; travel regularly by vehicle for District related duties; use standard office equipment such as computers, copiers, and FAX machines; hearing and vision within normal

ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Work both indoors (generally in a typical office or warehouse setting) and outdoors are required. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Additionally, incumbents in this position will have exposure to cleaning supplies, solvents, dusts, and other outdoor environmental elements. While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel between District facilities will be necessary via District vehicle for District related duties and activities.

Additional Requirements:

- 18 years of age.
- Eligible to work in the United States.
- Must be available for regular weekly on-call, emergency standby, and to be called back and work emergency overtime as required.