

# PADRE DAM MUNICIPAL WATER DISTRICT

## CLASS SPECIFICATION

### CLASS TITLE: Electrician/Instrumentation & Controls Supervisor

<b>DEPARTMENT:</b> Operations & Water Quality	<b>ACCOUNTABLE TO:</b> Distribution Maintenance Manager	<b>FLSA STATUS:</b> Non-Exempt
<b>SALARY RANGE:</b>	<b>30</b>	
<p><b>CLASS SUMMARY:</b> Incumbent is responsible for supervising and performing skilled electrical/electronic installations, repairs and maintenance on Padre Dam’s Supervisory Control and Data Acquisition (SCADA) system, water distribution pump stations and facilities electrical systems. Duties include: supervising staff, supervising Padre Dam’s electrical/electronic equipment programs, troubleshooting electrical/electronic problems and repairing equipment and related systems; installing electrical/electronic equipment, motors, motor control centers, remote terminal units (RTUs), seismic units, chlorination and chloramination equipment, instrumentation, service entrance equipment and control and power wiring; monitoring the electrical/electronic operation of sewage lift stations and water pumping equipment; installing, repairing and maintaining radio telemetry systems and data circuits; contacting the power companies on Time of Use Pumping (TOU), power buying strategies, power use strategies, and power outages; monitoring load cell devices; performing operational tests on motors, valves, and pump stations; evaluating the condition of auxiliary equipment; inspecting work done by contractors; purchasing equipment and supplies required for projects; engineering/co-engineering electrical projects; monitoring, repairing and maintaining cathodic stations; calibrating instrumentation level/pressure transmitters and ultrasonic level/flow meters; programming Programmable Logic controllers (PLC); using control/office computers; and, working with the phone company in designing and installing data circuits, and phone lines; staying current on California Electrical Safety Orders, and NEC codes; responding to after-hours system emergencies; and such other duties as may be assigned.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Electrician/Instrumentation and Controls Supervisor is the second level of a two level electrician/instrumentation and controls technician series. The Electrician/Instrumentation and Controls Supervisor is distinguished from the Electrician/Instrumentation and Controls Technician in that the Supervisor has full supervisory duties and authority.</p>		

DUTY NO.	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
1.	Directly supervises the Electrician/Instrumentation and Controls Technicians by planning, organizing, assigning and monitoring work, evaluating performance, writing reports, ensuring training, and creating schedules. Helps prepare and monitors section budget.
2.	Installs, troubleshoots problems and repairs electrical/electronic equipment and related systems which includes: monitoring the electrical functions of the sewage lift stations and water pumping equipment; maintaining and repairing the SCADA system; installing, repairing and maintaining radio telemetry systems and data circuits; performing operational tests on electrical/electronic equipment; performing routine electrical work; and, monitoring, repairing and maintaining cathodic stations.
3.	Responds to both on-duty and after-hours systems emergencies, and coordinates, and assists in completing necessary repairs.
4.	Designs/modifies and assists in the planning of electrical systems.
5.	Attends project engineering, construction, and performance meetings.
6.	Works with phone and power companies on related issues to include coordinating work to be done,

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	power problems, power services, power outages and TOU, and in designing and installing data, and phone circuits.
7.	Coordinates and inspects work done by contractors ensuring work meets NEC code and Padre Dam specifications
8.	Calibrates electrical/electronic equipment and programs Programmable Logic Controllers.
9.	Purchases equipment and related materials and supplies.
10.	Performs other duties of a similar nature or level.

<p><b>Knowledge</b> (position requirements at entry):</p> <ul style="list-style-type: none"> <li>• Supervisory theories and principles;</li> <li>• Supervisory Control and Data Acquisition (SCADA) system;</li> <li>• Electrical principles and practices;</li> <li>• Electronic equipment such as Programmable Logic Controllers and modems;</li> <li>• Safety regulations and practices.</li> <li>• State of California Electrical Safety Orders and National Electrical Code (NEC)</li> </ul>
<p><b>Skills</b> (position requirements at entry):</p> <ul style="list-style-type: none"> <li>• Monitoring and evaluating staff;</li> <li>• Planning, assigning and monitoring work;</li> <li>• Supervising the installation, repair and troubleshooting problems with electronic equipment;</li> <li>• Performing major electrical work;</li> <li>• Programming Programmable Logic Controllers;</li> <li>• Calibrating electronic equipment;</li> <li>• Reading maps and blueprints;</li> <li>• Using electrical and electronic equipment such as volt meters, tone testing equipment and hand and power tools;</li> <li>• Using computers and related software applications;</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> <li>• Keeping accurate records.</li> </ul>
<p><b>Training and Experience</b> (position requirements at entry):</p> <p>High School Diploma or General Equivalency Diploma (G.E.D.) and four years experience in installing and repairing equipment and related systems and one year of lead related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p>
<p><b>Licensing Requirements</b> (position requirements at entry):</p> <p>Position requires:</p> <ul style="list-style-type: none"> <li>• Valid California Driver’s License;</li> <li>• Plant Maintenance Grade I certification from CWEA (within one year from date of hire), OR</li> <li>• Instrumentation Society of America certificate desirable.</li> </ul>
<p><b>Physical Requirements:</b></p> <p>Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, sitting and repetitive motions.</p>

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Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, oils, and work space restrictions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

### **Classification History:**

Date: 4/98; 1/02; 1/05; 9/06