



September 2019
FLSA: Non-Exempt

ELECTRICAL/INSTRUMENTATION SUPERVISOR (1 STEP)

DEFINITION

Under direction, supervises, plans, organizes, directs, and reviews the work of staff involved in the design, installation, testing, calibration, modification, maintenance, repair, and servicing of industrial electrical and electronic instruments, equipment, devices, controls, and machinery used in a wastewater treatment plant, wastewater pump stations, and storm water pump stations, computer networks, software programming, graphic development and radio, telephone and security equipment; participates in the most technically complex electrical and instrumentation activities at the treatment plant and remote facilities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Facilities Maintenance Superintendent or Director of Plant Operations and Facilities Maintenance. Exercises general supervision over assigned electrical/instrumentation staff.

CLASS CHARACTERISTICS

This is a first-line supervisory class that exercises independent judgment on diverse and specialized electrical services functions with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, and reviewing the work of assigned electrical/instrumentation staff. Incumbents assist the Facilities Maintenance Superintendent or Director of Plant Operations and Facilities Maintenance in formulating and developing unit goals and objectives, directing day-to-day activities, and evaluation of staff.

This class is distinguished from the Facilities Maintenance Superintendent in that the latter is a management class with broader authority and responsibility for all operations of the wastewater treatment plant.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, supervises, trains and reviews the performance of assigned staff; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, policies and labor contract provisions; identifies best-of-class work practices among assigned staff and ensures uniform adoption of those practices; and directs, trains, and instructs other employees in safety procedures to be followed while working with and around electrical devices.
- Participates in the selection and evaluation of assigned staff; participates in the establishment of performance requirements and personal development targets; and provides technical assistance and advice to assigned staff.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.
- Reviews contract drawings for correctness and compliance with the District's standard electrical provisions; inspects and evaluates work being performed by District staff and contractors; identifies problem areas and directs remedial action; interprets and modifies work orders for proper completion

- of tasks, verifying validity and necessity of requests.
- Participates in reviewing operating records on all equipment and provides Facilities Maintenance Superintendent or Director of Plant Operations and Facilities Maintenance with proposed schedule of repairs and replacements.
 - Assists the Facilities Maintenance Superintendent or Director of Plant Operations and Facilities Maintenance in setting up and carrying out preventative maintenance programs on all equipment with computerized maintenance program, keeping all necessary records; facilitates assigned projects to standardize and upgrade equipment and systems.
 - Researches, procure and maintains a supply of replacement parts which are required for the maintenance and repair of equipment in wastewater treatment plant and pumping stations.
 - Reviews engineering plans and specifications for projects.
 - Designs, lays out, assembles, installs and tests electrical apparatus, equipment and wiring for power, lighting and instrumentation, telemetry, variable frequency drives.
 - Estimates time, materials and prioritizes jobs as required for various tasks under his/her control.
 - Maintains electrical equipment in the treatment plant and pumping stations at peak efficiency.
 - Inspects and maintains instruments, programmable logic controller, switchgears, transformers, relays, motors, motor control centers, generators, lighting, power, and a variety of other types of electrical/instrumentation/DCS equipment for proper operation.
 - Performs programming of DCS software.
 - Investigates interruptions of service and diagnoses operation difficulties.
 - Assists in preparation of budget for the division.
 - Oversees other maintenance personnel and participates in the performance of their tasks as required.
 - Reads books, manuals, sketches or plans.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- District personnel rules, policies and labor contract provisions.
- Principles, theory and practices of electricity, electronics, instrumentation, computers, communication systems, pneumatics, hydraulics and mechanics as they apply to maintenance and repair of equipment and machinery commonly found in a wastewater treatment facility, tools, materials, methods and practices of electrical, electronic and instrumentation trade.
- Organizing, implementing, and coordinating maintenance related programs and activities.
- Applicable federal, state, and local laws and District policies and procedures relevant to the area of assignment.
- District mandated safety rules, regulations, and protocols.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and contract development and administration.
- Evaluating and developing improvements in operations, procedures, policies, or methods related to assigned programs.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Handle emergency situations.
- Recognize and correct unsafe working conditions.
- Order and request materials, supplies, and services as required.
- Recognize, define and solve a variety of mechanical, instrumentation and electrical/electronic problems.
- Apply principles of logic to define and solve complex problems.
- Perform ordinary arithmetic, algebraic, and geometric procedures in standard practical applications.
- Interpret a wide variety of manuals, drawings, and specifications, including layouts, blueprints and schematics, in book, manual and mathematical or diagrammatic form.
- Communicate clearly and concisely in English both orally and in writing.
- Accept criticism from supervisors, coworkers and subordinate employees.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications would be:

An Associate's Degree or technical certification related to the field, and seven (7) years journey-level experience in electrical/instrumentation work related to a treatment plant, pumping stations or in a related field. An engineering degree with a strong electrical background may substitute for the journey-level experience.

And

Two (2) years of experience in a lead capacity or electrical project management. Business administration or supervision in the public sector is highly desirable.

Licenses and Certifications:

Possession of a current, or the ability to acquire, a California Water Environment Association Grade III or higher Electrical/Instrumentation Certificate within 12 months of hire.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage](#)

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and various District facilities; to use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites; strength and stamina to perform physical work of medium intensity and to operate related equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate instrument repair tools and above-mentioned tools and equipment. The incumbent must regularly stand, walk, bend, stoop, kneel, and climb to perform work and

inspect work at different sites. Incumbent must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

[LINK to Electrical/Instrumentation Supervisor Physical Demands](#)

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field near hazardous or moving equipment or machinery and are exposed to loud noise levels, unpleasant odors, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances, work below ground, and wear protective clothing, equipment, devices, and materials.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.