

INSTRUMENTATION 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

Under general direction, to supervise the operations of the Supervisory Control & Data Acquisition (SCADA) system associated with water/wastewater works; to ensure proper system operations including software, hardware, communications and electrical installations; to provide assistance to technicians in troubleshooting system problems; and to perform a variety of tasks relative to assigned area of responsibility.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Supervises the operations of the Supervisory Control & Data Acquisition (SCADA) system associated with water/wastewater works; ensures system delivers data to remote monitoring locations; oversees communications and operations of all remote monitoring locations; interacts with customers to ensure proper data deliver and acquisition; designs, tests and implements new programs for station computers; ensures proper system operations including software, hardware, communications and electrical installations; prepares and maintains service contracts for computers and associated peripherals; provides assistance to technicians in troubleshooting system problems; performs continuous system design and upgrades; investigates and implements special application products for optimum system performance; prepares and administers assigned budget; attends meetings for instrumentation and control design of water and sewer plants; prepares monthly reports; participates in various special projects and station upgrades; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operating and programming principles and maintenance requirements of electrical equipment and instrumentation associated with water/wastewater works.
- Electrical power theories and applications used in data acquisition and water treatment.
- Operational characteristics of instrumentation and control systems.
- Principles and practices of water/wastewater monitoring and control.
- Principles and practices of report preparation.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Supervise the operations of the Supervisory Control & Data Acquisition (SCADA) system.
- Plan and schedule an instrumentation maintenance program for associated equipment.
- Design, test and implement new programs for station computers.

- Ensure proper system operations including software, hardware, communications and electrical installations.
- Read and understand plans, schematics, diagrams and technical drawings.
- Use calibration equipment to maintain accuracy of instruments
- Prepare clear and concise reports.
- Prepare and administer assigned budget.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Experience: Three years of increasingly responsible experience in maintaining water/wastewater instrumentation and electrical equipment.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized electrical and instrumentation repair and maintenance training.

License or Certificate: Possession of a Grade IV Electrical/Instrumentation Technologist Certification from the California Water Environment Association (CWEA) within 18 months of hire.

WORKING CONDITIONS

Environmental Conditions: Water and wastewater treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, electrical energy.

Physical Conditions: Essential functions may require maintaining physical condition necessary for heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment.