

City of San José
CLASS SPECIFICATION

Title: Automation Engineer Supervisor (1365)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services Department	Division Manager	Exempt

CLASS SUMMARY

Incumbents are responsible for supervision of the Automation Engineer group in the design, development, installation, configuration, operation and maintenance of the San José-Santa Clara Regional Wastewater Facility wastewater control and data support systems including the distributed control system (DCS). Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Automation Engineer Supervisor is the highest level in the Automation Engineer series. The class is distinguished from Senior Automation Engineer I/II by its full program and staff supervisory responsibility.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Bachelor's degree in instrumentation, industrial engineering, information technology, mechanical engineering, chemical engineering, or related field and two (2) years experience in a lead or supervisory position in process control systems at an industrial facility similar to a wastewater treatment facility.

Acceptable Substitution

Up to two (2) years of additional related experience may be substituted for the education requirement on a year-for-year basis.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of an International Society for Automation (ISA) Certified Control Systems Technician (CCST) or Certified Automation Profession (CAP) certification. A bachelor's degree in Instrumentation, Industrial Engineering, Information Technology, Mechanical Engineering, Chemical Engineering, or related field may be substituted for the certification.
- Possession of a valid driver's license authorizing operation of a motor vehicle in California.
- As a condition of employment, incumbents may be required to use their personal vehicles in performing the job duties.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
Knowledge of and experience with:
 - Control system configuration & programming.

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- Applicable city, state, and federal laws, rules, regulations, and compliance standards and policies.
- Current and developing technology and its impact on current and future CIP projects.
- San Jose Regional Wastewater Facility operating system and processes and legacy plant operations and system design.
- Wide range process control products and their applicability to the San Jose Regional Wastewater Facility systems and equipment.

Ability to:

- Coordinate the implementation and operation of specialized computer and controls management systems.
 - Recommend changes to policies around system networks, security and control room methods.
- **Communication Skills** - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
 - **Creativity** - Addresses objectives and problems while questioning traditional assumptions/solutions in order to generate creative ideas and new ways of doing business; exhibits creativity and innovation when contributing to organizational and individual objectives; seeks out opportunities to improve, streamline, reinvent work processes.
 - **Fiscal Management** – Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
 - **Planning** - Acts to align own unit's goals with the strategic direction of the organization; defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
 - **Project Management** - Ensures support for projects and implements agency goals and strategic objectives.
 - **Supervision** - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.
 - **Teamwork and Interpersonal Skills** - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
 - **Technology Use / Management** - Uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations and any other recommendations related to the change in status of employees.	Daily
2.	Reviews and approves purchase requests for replacement equipment or new installations.	Daily
3.	Participates in planning meetings for facility operation and maintenance.	Weekly
4.	Evaluating the controls and control applications needs, such as DCS Hardware and Software; system capacity and future expansions; networks and client/server and other peripheral equipment, etc.	Intermittent
5.	Reviews and approves documentation & drawings related to the DCS.	Weekly
6.	Trains on the control system's components, configuration, administration, and network and data historian systems used for control and/or reporting of municipal wastewater processes.	Weekly
7.	Coordinates with capital improvement project (CIP) teams, operations and maintenance to coordinate projects, startups and shutdown of plant processes.	Daily
8.	Develops detailed project documentation related CIP projects as well as ongoing upgrade or other DCS related projects.	Weekly
9.	Develops training materials for operations staff as well as fellow team members.	Weekly
10.	Facilitates information exchange between operations staff and CIP/contractors related to Plant control strategies and DCS.	Weekly
11.	Maintains a DCS disaster recovery plan, oversees the development of a comprehensive system recovery and communication plan in case of emergencies.	Daily
12.	Works closely with operations and other Plant staff to develop or change effective human machine interface (HMI) layouts.	Daily
13.	Manages the development of reliability strategies for the critical Plant processes/electrical equipment using Reliability Centered Maintenance (RCM) and standards for preventative/predictive maintenance.	As Required
14.	Develops safety procedures related to the control system components, high voltage inputs/outputs and instrumentation components.	Weekly
15.	Oversees the field construction, verification of proper installation, performing loop checks and the oversight of final commissioning of DCS/PLC equipment associated with CIP or other projects.	As Required
16.	Responds to emergencies at night, on weekends, and on holidays; drives to various worksites to test and repair equipment; exposure to dirty and disagreeable work conditions which may require physical effort in climbing ladders, working on elevated surfaces; confined space entry, including tight crawl spaces; and/or exposure to raw sewage, high voltage and chemicals.	As Required
17.	Performs other related work as required; may also perform work of a similar nature to those employees he/she supervises.	As Required

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*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions.

CLASSIFICATION HISTORY *Created 5/82; Rev & Ret 5/86; Rev 10/89, 6/91; Rev & Ret 3/15 (formerly Systems Control Supervisor, Rev. & Ret 03/22 (formerly Industrial Process Control Supervisor); s002*