

City of San José
CLASS SPECIFICATION

TITLE: Instrument Control Supervisor I/II (3762/3766)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Division Manager	Non-Exempt

CLASS SUMMARY

Incumbents are responsible for supervision of Instrument Control Technicians in installing, maintaining, repairing, troubleshooting and servicing a wide variety of control instruments and systems such as PLC, SCADA, and DCS utilizing skills and experience with electronic, electric, pneumatic, hydraulic, mechanical, and other recording, indicating, alarm and control instrumentation devices. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Instrument Control Supervisor is the highest level in the Instrument Control series. The Instrument Control Supervisor is distinguished from the Instrument Control Technician I/II/III/IV by its full program and staff supervisory responsibility.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, asbestos, exposure to noxious chemicals, combustible gases, dusts, poor ventilation, extreme temperatures, inadequate lighting, work space restrictions, and intense noises, and may be required to lift up to 50 pounds occasionally.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Instrument Control Supervisor I

Education and Experience:

Associate's Degree or equivalent technical program from an accredited institution and five (5) years instrumentation and controls work experience at an industrial facility similar to a wastewater treatment facility, including one (1) year lead experience in instrumentation and controls work.

Required Licensing:

- Possession of a valid driver's license authorizing operation of a motor vehicle in California.

Instrument Control Supervisor II

Education and Experience

Associate's Degree or equivalent technical program from an accredited institution and one (1) year experience at the Instrument Control Supervisor I level with the City of San José.

Required Licensing:

- Possession of an ISA Certified Control Systems Technician (CCST) level 1 certification.
- Possession of a valid driver's license authorizing operation of a motor vehicle in California.

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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 including:
 - Knowledge of:
 - Electronics and electro-mechanical instrumentation application and installation; industry experience in air and wastewater plant, or other similar plants; industry knowledge of instrumentation applications, installation and measurement guidelines, such as ISA symbology; and demonstrated knowledge and experience with PLC, SCADA, DCS, VFD.
 - Electrical and electronics principles, mathematics principles, safety principles, mechanical hardware, chemistry, P.I.D. control loops.
 - Applicable city, state, and federal laws, rules, regulations, and compliance standards and policies:
 - Large-scale project management initiatives.
 - Current and developing technology and its impact on current and future CIP projects:
 - Wastewater Facility operating system and processes and legacy plant operations and system design.
 - Wide range of instrumentation and control products and their applicability to the facility's systems and equipment.
 - Wide variety of controls due to the size and complexity of the Plant.
 - Ability to:
 - Troubleshoot electronic/electric problems, calibrate equipment, read and interpret diagrams and blueprints, use electronic testing equipment.
 - Develop long-range plans, set measurable goals and create strategies for the department.
 - Ability to coordinate the implementation and operation of specialized computer and controls management systems.
 - Develop RFPs, contracts and scope of work documents to identify, procure, install and monitor technology needed to meet the current operations and the CIP changes anticipated at the wastewater facility.
 - Design, monitor and manage large-scale project plans to ensure timely execution of facility improvements.
 - Recommend changes to policies around system networks, security and control room methods.
- **Communication Skills** - communicates and listens effectively and responds in an timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form.
- **Supervision** - sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources. Knowledge of training process for new and temporary employees. Knowledge of supervisory theories and principles. Knowledge of performance management procedure. Ability to monitor and evaluate personnel. Ability to assess the changing staff position requirements associated with staff positions and CIP/master plan projects. Ability to provide constructive performance appraisals to grow staff proficiency and prepare for growth. Knowledge of workforce planning strategies to identify pipelines of potential staff members.

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- **Collaboration** - develops networks and builds alliances; engages in cross-functional activities. Ability to work with a variety of disciplines effectively in support of wastewater operations. Ability to effectively interact with counterparts from other wastewater facilities creating a personal network of Systems Control professionals.
- **Computer Skills** - experience with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel, CMMS Work order system, CAD.
- **Team Work & Interpersonal Skills** - demonstrates a positive attitude and flexibility along with the ability to develop effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills. Ability to interact with coworker, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Ability to prepare budget recommendations
- Previous supervisory experience

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:	FRE-QUENCY*
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. May also perform work of a similar nature to those employees he/she supervises.	Continuous
2.	Reviews and approves purchase requests for replacement equipment or new installations.	Continuous
3.	Evaluates instrumentation maintenance and usage.	Continuous
4.	Participates in planning meetings for facility operation and maintenance.	Frequent
5.	Use CMMS system to ensure instrumentation is being maintained and applied properly.	Frequent
6.	Provides emergency back up to staff.	Occasional
7.	Develop preventative maintenance procedures and train others.	Occasional
8.	Evaluating the controls and control applications, such as PLC, SCADA, VFD, etc	Occasional
9.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY Created 3/80; Rev & Ret 01/01 (Formerly Instrument Repair Supervisor); Rev 04/05 s003; Rev 4/15 s004