



City of Phoenix

Instrumentation & Control Supervisor

Job Code:	51120	Job Function:	Utility Services
Salary Plan:	001	Grade:	061
FLSA:	Nonexempt	Labor Assign:	ASPTA
Benefit Cat:	007	EEO-4:	Technicians
SOC:	49-2094.00	Last Revision:	September 2024

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to supervise skilled Instrumentation and Control Specialists in the installation, maintenance, repair and calibration of metering devices, electronic instrumentation systems, process control and peripheral equipment for the Water Services Department. Supervision is exercised over Instrumentation and Control Specialists, Instrumentation and Control Spec Leads and Instrumentation and Control Apprentices. The incumbent is responsible for reviewing, approving, and recommending plans and specifications for new or modified analog/digital instrumentation equipment, flow metering, pressure devices, necessary for water production, wastewater treatment, or water delivery.

DISTINGUISHING FEATURES OF THE CLASS:

A higher level of technical knowledge and supervisory responsibility over technical and professional employees distinguishes this class from the base Instrumentation and Control Specialist classification and Lead I&C assignment. Independent judgment is used in accomplishing work.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from, and work results reviewed by the Water Facilities Supervisor.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Supervises the maintenance, installation, calibration, and repair of a variety of electronic instrumentation, metering devices, analog/electronic equipment used in either-a Water Treatment Plant, Wastewater Treatment Plant, or Remote Facilities
- Confirm direct reports have been properly trained to perform compliance verification testing and documentation on instrumentation/analyzing compliance equipment
- Verify process compliance equipment meets water quality regulations set by Federal and State water quality agencies
- Verify direct reports and instrumentation equipment are in compliance with established plant operations and Water Service Department safety standards
- Assists in the preparation of preliminary and long-range plans, cost estimates and budgets



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- Evaluates automatic process control equipment for its ability to meet the operational needs of the City's water production plants, wastewater treatment plants, or remote facilities
- Inspects new and existing installations of analog/electronic instrumentation, equipment, and metering devices for water production and Wastewater Treatment
- Monitors warranty repair and service contracts for City owned equipment
- Monitors procurement contracts and approves purchases
- Serves as City liaison for I&C scope of work on Job Order Contract projects
- Responds to emergency call outs, assists I&C Leads and I&C staff with troubleshooting more complex problems and takes actions to ensure plant functionality and compliance
- Assists Lead I&Cs with completing the more difficult installation, calibration and repair jobs

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Electronic instrumentation repair and equipment maintenance as it applies to the City's Remote Facilities, Water and Wastewater Treatment Plants
- Analog and digital electronic control systems, devices, theory, terminology, and application
- Electronic instrumentation systems including software and hardware utilization
- Standard practices, materials and tools of the electronic instrumentation and metering trade
- Effective supervisory practices and motivational techniques
- Proper Personal Protective Equipment relevant to the Instrumentation Trade

Ability to:

- Perform a broad range of supervisory responsibilities over others
- Make independent decisions quickly in emergency situations
- Work cooperatively with other City employees, consultants, and contractors
- Work safely without presenting a direct threat to self or others
- Understand and follow oral and written instructions in the English language
- Work with and around chemicals, untreated influent, effluent, and similar solutions using proper personal protective equipment

Additional Requirements:

- Appointments to some positions are subject to meeting appropriate polygraph and background standards
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift



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ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of combined work experience in electronics, industrial instrumentation maintenance and repair, including one year experience in a supervisory or lead capacity. Completion of two years of college level courses in electronics or graduation from an electronic or instrumentation apprenticeship program. Other combinations of experience and education that meet the minimum requirements may be substituted.