



City of Phoenix INSTRUMENTATION AND CONTROL SUPERVISOR

JOB CODE 51120

Effective Date: 05/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to supervise skilled technicians in the installation, maintenance, repair and calibration of metering devices, electronic instrumentation systems, process control computers and peripheral equipment for the Water Services Department, Wastewater Treatment Division. The incumbent is responsible for reviewing, approving and recommending plans and specifications for new or modified instrumentation, computer systems and flow metering devices, and for coordinating the work of computer analysts and programmers assigned to the treatment plants. Supervision is exercised over Instrumentation and Control Specialists/Leads, Applications Analyst/Programmers and Applications Programmers. A higher level of technical knowledge and supervisory responsibility over technical and professional employees distinguishes this class from the Instrumentation and Control Specialist/Lead. Independent judgment is used in accomplishing work with results reviewed by the Wastewater Treatment Superintendent.

ESSENTIAL FUNCTIONS:

- Supervises the maintenance, installation, calibration, and repair of a variety of electronic instrumentation, metering devices, electrical equipment, process control computers and peripheral equipment in a Wastewater Treatment Plant;
- Assists in the preparation of preliminary and long-range plans, cost estimates and budgets;
- Evaluates automatic process control equipment for its ability to meet the operational needs of the City's basic water treatment plant system;
- Inspects new and existing installations of electronic instrumentation, computers and metering devices for the Wastewater Treatment Division;
- Monitors warranty repair and service contracts for City owned equipment;
- Responds to emergency call outs, troubleshoots problems and takes actions to ensure plant integrity;
- Completes the more difficult installation, calibration and repair jobs;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:



City of Phoenix

- Electronic instrumentation and computer maintenance as it applies to the City's treatment plants.
- Analog and digital electronic control systems, devices, theory, terminology and application.
- Computer systems including software and hardware utilization.
- Standard practices, materials and tools of the electronic instrumentation and metering trade.
- Effective supervisory practices and motivational techniques.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Make independent decisions quickly in emergency situations.
- Work cooperatively with other City employees and contractors.
- Work safely without presenting a direct threat to self or others.
- Understand and follow oral and written instructions in the English language.
- Observe or monitor people, data, machinery, and equipment to determine compliance with prescribed operating or safety standards.
- Work with and around chemicals, effluent, and similar solutions using only normal protective equipment.

Additional Requirements:

- Must be able to meet Self-Contained Breathing Apparatus (SCBA) physical examination requirements established by the City Health Center and successfully complete departmental SCBA training/certification requirements.
- 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.

ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of experience in electronics and industrial instrumentation maintenance and repair including experience in a supervisory capacity and 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.



City of Phoenix