

Water Authority Position Description

OPS/MAINT SUPV ELECTRONIC TECH

Status	Position Code	Level	Date
APPROVED	SVET	M26	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PLAN AND COORDINATE THE REPAIR AND MAINTENANCE OF SPECIALIZED ELECTRONIC AND ELECTRICAL EQUIPMENT FOR THE AUTHORITY'S GROUNDWATER WELLS AND PUMPING FACILITIES, SURFACE WATER TREATMENT PLANT AND RELATED FACILITIES, WASTE WATER TREATMENT PLANT AND RELATED FACILITIES, LIFT STATIONS AND RELATED FACILITIES. ENSURE COMPLIANCE WITH STATE AND FEDERAL ENVIRONMENTAL REGULATIONS RELATING TO PUBLIC HEALTH AND WELFARE.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE OR A TWO (2) YEAR TECHNICAL CERTIFICATION IN ELECTRONICS OR RELATED FIELD PLUS FIVE (5) FIVE YEARS EXPERIENCE IN THE MAINTENANCE, TROUBLESHOOTING AND REPAIR OF INDUSTRIAL ELECTRICAL, SCADA OR INSTRUMENTATION SYSTEMS.
STATE OF NEW MEXICO WATER OR WASTEWATER SYSTEMS LEVEL 2 WITHIN 1 YEAR WATER OR WASTEWATER LEVEL IV CERTIFICATION PREFERABLE.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
REQUIRES ANNUAL PFT/FIT TEST

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

EXERCISE DIRECT SUPERVISION OVER SKILLED ELECTRONIC TECHNICIANS AND DIRECT OTHER PERSONNEL.

ESSENTIAL FUNCTIONS

1. SUPERVISE SKILLED ELECTRONIC TECHNICIANS AND DIRECT OTHER PERSONNEL WHO ARE INVOLVED IN PERFORMING REPAIR AND MAINTENANCE OF SPECIALIZED ELECTRONIC AND ELECTRICAL EQUIPMENT.
2. MONITOR AND CONTROL VARIOUS WATER AND WASTEWATER FACILITIES AND PROCESSES THROUGH THE USE OF SCADA AND OTHER COMPLEX COMPUTER CONTROL SYSTEMS TO ACHIEVE COMPLIANCE WITH FEDERAL AND STATE LAWS AND PERMITS.
3. PLAN, SCHEDULE, COORDINATE, AND ASSIGN WORK AND ESTABLISH GOALS AND PRIORITIES FOR SUBORDINATE EMPLOYEES.
4. RESOLVE PROBLEMS AND ISSUES ENCOUNTERED BY EMPLOYEES DURING THE COURSE OF THE ASSIGNMENT. COORDINATE EMERGENCY REPAIRS IN THE FIELD.
5. PARTICIPATE IN THE DEVELOPMENT OF POLICIES AND PROCEDURES. MONITOR WORK ACTIVITIES TO ENSURE COMPLIANCE WITH ESTABLISHED POLICIES AND PROCEDURES. MAKE RECOMMENDATIONS FOR CHANGES AND IMPROVEMENTS TO EXISTING POLICIES AND PROCEDURES.
6. INSPECT AND EVALUATE VARIOUS WATER AND WASTEWATER FACILITIES AND PROCESSES CONTROLS EQUIPMENT. PARTICIPATE IN PLANNING AND IMPLEMENTING COMPREHENSIVE STAFF TRAINING PROGRAMS.
7. ESTABLISH SCHEDULES AND METHODS FOR PROVIDING MAINTENANCE SERVICES; IDENTIFY RESOURCE NEEDS; REVIEW NEEDS WITH APPROPRIATE MANAGEMENT STAFF; ALLOCATE RESOURCES ACCORDINGLY.
8. REVIEW AND ANALYZE CONTRACT DRAWINGS AND SPECIFICATIONS. EVALUATE THE COST OF REPAIRS AND MAKE RECOMMENDATIONS CONCERNING CONTRACT REPAIRS, SERVICE CONTRACTS, AND INTERNAL REPAIR OPTIONS.
9. PERFORM THE MORE TECHNICAL AND COMPLEX TASKS OF THE INSTRUMENTATION AND CONTROLS SECTION INCLUDING PROGRAMMING EQUIPMENT, COORDINATING WORK BETWEEN CREWS, ORDERING SUPPLIES AND PERFORMING SAFETY INSPECTIONS OF THE WORK SITES.
10. PARTICIPATE IN THE PROCESS SAFETY MANAGEMENT (PSM) PROGRAM TO ENSURE THAT ALL PERSONNEL ARE PREPARED FOR AND ADHERE TO ALL PRECAUTIONS AND SAFE WORK PRACTICES AS DESCRIBED IN THAT PROGRAM. ASSIST IN CONDUCTING WEEKLY SAFETY AND MAINTENANCE TRAINING.

11. ASSIST IN CONTRACTOR RELATED PROJECTS FOR REHABILITATION/DESIGN MODIFICATIONS TO GROUNDWATER AND WATER TREATMENT PLANT SYSTEMS AND FACILITIES; REVIEW DESIGNS FROM AN OPERATIONAL STANDPOINT AND INSPECT NEW FACILITIES. PARTICIPATE IN CONSTRUCTION PROGRESS MEETINGS AS NECESSARY.
12. DEVELOP, MANAGE, ASSIGN, TRACK, SUPERVISE, REVIEW AND COMPLETE MAXIMO WORK ORDERS.
13. ENTER, VALIDATE AND APPROVE EMPLOYEE KRONOS TIMECARD AND PAYROLL DATA.
14. VERIFY THE WORK OF ASSIGNED EMPLOYEES FOR ACCURACY, PROPER WORK METHODS, TECHNIQUES AND COMPLIANCE WITH APPLICABLE STANDARDS AND SPECIFICATIONS.
15. MANAGE A SCADA PREVENTATIVE MAINTENANCE (PM) PROGRAM FOR VARIOUS WATER AND WASTEWATER FACILITIES AND PROCESSES. PREPARE PREVENTATIVE MAINTENANCE SCHEDULES FOR ASSIGNED EQUIPMENT.
16. OVERSEE A PROGRAM FOR CALIBRATION OF VARIOUS TYPES OF FLOW METERS.
17. ASSUME RESPONSIBILITY AND ACCOUNTABILITY FOR INVENTORY CONTROL OF TOOLS AND EQUIPMENT.
18. ASSIST WITH PROGRAMMING AND TROUBLESHOOTING ON PROGRAMMABLE CONTROLLERS, SCADA SYSTEM, AND ASSOCIATED ANALOG AND DIGITAL FIELD TRANSMITTERS.
19. ASSIST WITH DEVELOPMENT OF CAPITAL IMPROVEMENT PROJECTS SCOPE AND PRIORITY AS RELATED TO ALLOCATION OF FUNDS.
20. PREPARE BID SPECIFICATIONS FOR THE PURCHASE OF NEEDED EQUIPMENT AND SUPPLIES; OBTAIN COST ESTIMATES FROM VENDORS; EVALUATE AND RECOMMEND FOR APPROVAL; ENSURE COMPLIANCE WITH APPLICABLE PURCHASING GUIDELINES.
21. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.

SUPPLEMENTAL FUNCTIONS

1. PREPARE ANALYTICAL AND STATISTICAL REPORTS ON OPERATIONS AND ACTIVITIES.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF VARIOUS WATER AND WASTEWATER FACILITIES AND PROCESSES
ELECTRONIC THEORY, CIRCUITS, COMPONENTS, INCLUDING COMPUTERS
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF PREVENTIVE AND CORRECTIVE MAINTENANCE AS RELATED TO ASSIGNED FACILITIES
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF WATER AND WASTEWATER FACILITIES INCLUDING OPERATIONS AND MAINTENANCE
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION
PERFORM OPERATION AND MAINTENANCE OF ELECTRICAL, ELECTRONIC AND MECHANICAL EQUIPMENT
STANDARD SAFETY PRACTICES AND PROCEDURES
COMPUTER SKILLS INCLUDING KNOWLEDGE OF WORD, EXCEL AND MAXIMO
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

SUPERVISE, ORGANIZE AND REVIEW THE WORK OF STAFF
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF
MECHANICAL AND ELECTRONIC COMPONENTS OF ASSIGNED SYSTEM
INTERPRET AND ENFORCE DIVISION, AND AUTHORITY POLICIES AND PROCEDURES
COORDINATE VARIOUS OPERATIONS AND MAINTENANCE ACTIVITIES
REVIEW AND ANALYZE CONTRACT DRAWINGS AND SPECIFICATIONS
DETERMINE METHODS AND MATERIALS NEEDED FOR REPAIR AND INSTALLATION OF EQUIPMENT AND MACHINERY
INSPECT WORK IN PROGRESS AND WORK COMPLETED
ENSURE COMPLIANCE WITH APPLICABLE CODES AND REGULATIONS
PREPARE CLEAR AND CONCISE REPORTS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK INCLUDING WATER AUTHORITY OFFICIALS AND THE GENERAL PUBLIC

WORKING CONDITIONS

WATER OR WASTEWATER PLANT AND FIELD ENVIRONMENT; WORK AROUND HEAVY EQUIPMENT; EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES, GASES; WORK IN OR WITH WATER, WASTEWATER AND HAZARDOUS OR TOXIC CHEMICALS.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: HEAVY, MODERATE OR LIGHT LIFTING; STANDING OR WALKING FOR PROLONGED PERIODS OF TIME; AND OPERATING MOTORIZED VEHICLES.
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.