JOB DESCRIPTION

Coachella Valley Water District  
November 2007

TITLE: Assistant Supervisor, Electronic  
SECTION: Electronics Shop

DEPARTMENT: Trades and Support  
SRN S-19

REPORTING RELATIONSHIP:

Reports to: Electronics Supervisor

Supervises the following positions: Electronic Technician Trainee, I, II and III.

DEFINITION: Under general direction, supervises the Palm Desert Electronics Shop on a full time basis and in addition assumes the supervision responsibilities of the Coachella Electronics Shop in the absence of the Electronics Supervisor; to organize, supervise and coordinate the design, maintenance, construction and other activities in the SCADA, telemetry, communications and other electronic areas; to provide training and development of employees, good customer service and perform related work as required.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, supervises and directs the work of the electronic maintenance section.

2. Researches and designs new electronic systems using the latest technology and updates older equipment to modern electronic standards.

3. Meets on a periodic basis with District administration and supervisory staff to discuss work assignments, progress and planning.

4. Reviews new equipment manuals and designates what spare parts and training is needed. Stays up to date on new electronic equipment, systems and technology.

5. Arranges procurement of staff for work assignments and projects requiring outside assistance.

6. Reviews time cards and equipment forms for accuracy and maintains detailed records of expended labor hours.

7. Plans and supervises the installation and maintenance of all SCADA, telemetry and electronic equipment for domestic, irrigation, flood control, recharge, reclaimed, stormwater, weather and other electronic systems which include programmable logic controllers, data communications and networks.

8. Plans and supervises the installation and maintenance of the instrumentation equipment for all sanitation treatment plants and lift stations.

9. Plans and supervises the installation and maintenance of communications equipment for mobile data, microwave radio, trunked radio, call center, telephone, voicemail and other communication systems.
ESSENTIAL FUNCTIONS (Cont.):

10. Prepares material lists and keeps track of material and equipment for jobs in the electronic section, from procurement to final installation.

11. Inspects work in progress and at completion for conformance with plans, specifications, special instruction and workmanship. Assures quality completion within allotted time and budget.

12. Resolves problems within the group related to personnel, customers, and jobs.

13. Assists the electronic technicians with difficult or complex trouble calls.

14. Prepares and conducts employee performance reviews and conducts prospective employee interviews.

15. Enforces District safety regulations and conducts weekly safety tailgates.

16. Prepares budgets, requisitions and cost estimates for maintenance, projects and shop operation and negotiates contracts and lease agreements.

17. Insures proper records are kept on all electronic systems and facilities.

18. Plans and implements the training, development and counseling for the electronic personnel.

19. Maintains good communication with other departments and coordinates work and projects.

20. Tracks project and budgetary estimates by reviewing cost records for labor, materials and equipment use.

21. Understands, reviews and comments on project specifications, construction drawings and submittals.

MINIMUM QUALIFICATIONS:

License or Certificates: Must posses a valid California Operator’s license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. FCC license required.

Education and Experience: Any combination of training, workshops, college level classes, and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be to have ten years experience at the journeyman level with increasing supervisory experience in the electronics maintenance section of the Coachella Valley Water District. It is desirable that the candidate successfully complete a two year degree in electronics and a college supervision program.
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MINIMUM QUALIFICATIONS (Cont):

Abilities: 
- Design electronic control and monitoring systems.
- Plan, organize, supervise and coordinate the maintenance, installation and construction activities of the electronic group.
- Provide and set up training for the assigned personnel.
- Prepare, review and insure the accuracy of cost estimates which include labor, material, equipment needs and outside services.
- Prepare and oversee the accurate preparation of maintenance records and reports.
- Oversee the preparation and accuracy of schematics and wiring diagrams which properly document all District electronic systems and equipment.
- Give concise and understandable oral and written instructions.
- Analyze work and operational problems, preparing improved methods of accomplishing assigned activities.
- Insure the proper assignment and use of District equipment.
- Tactfully and courteously deal with the public.
- Work cooperatively with others.
- Promote interdepartmental cooperation and teamwork.
- Keep abreast of new ideas, technologies, trends and programs related to SCADA, telemetry, instrumentation, communications and other electronic systems.
- Exercise sound independent judgment within the general policy guidelines.

Knowledge of:
- Modern electronic control and monitoring systems.
- Principles of computerized control systems.
- Methods, tools, equipment and procedures used in the design, construction, installation, maintenance and repair of District systems and facilities related to electronic equipment.
- Principles or operation of the irrigation, sanitation, domestic, flood control, drainage systems, recharge, reclaimed and stormwater systems.
- Hydraulic relationship between wells, booster stations, reservoirs, lift stations, and irrigation pumping facilities.
- Principles and practices of reclamation plant, water production, and distribution operations as maintained by the District.
- Electrical codes, ordinances, and regulations as related to low voltage and fiber optic installation.
- Electronic controls for equipment, such as in variable speed drives, gate controllers, UPS systems, and communication equipment in all frequency bands.
- FCC rules and regulations.
- Safe working practices including confined spaces.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites including over rough terrain.

2. May work in extreme weather conditions including wind, heat and rain.
PHYSICAL REQUIREMENTS (Cont.):

3. Uses telephone and two-way radio to communicate.

4. Climbs ladders to a height of 20’ or more.

5. Tolerate the District’s immunization program.

6. Carry and lift up to 50 lbs.

See Human Resources for physical assessment form.