JOB DESCRIPTION

Coachella Valley Water District       May 2002

TITLE: Supervisor, Electronic     SECTION: Electronic Shop

DEPARTMENT: Service        SRN 48

REPORTING RELATIONSHIP:

Reports to: Service Department Director

Supervises the following positions: Electronic Technician Trainee and I-III; Supervisory Control Operators and trainees; and the Water Operations Technician.

DEFINITION: Under general direction, to organize, supervise and coordinate the design, maintenance, construction and other activities in the Supervisory control and electronic area; provide good customer service, and to do related work as required.

ESSENTIAL FUNCTIONS:

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


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

4. Studies new equipment manuals and designates what spare parts are needed.

5. Arranges procurement of staff for job assignments.

6. Reviews time and work cost records.

7. Inspects time and equipment cards for accuracy and maintains detailed records of man hours expended.

8. Installs and maintains of all electronic equipment for sewer, domestic, irrigation, flood control, and weather.

9. Installs and maintains for all treatment sanitation plant and lift station electronic equipment.

10. Installs electronic control systems for all equipment.

11. Prepares material lists and keeps track of material and equipment for jobs in the electronic section, from procurement to final installation.
ESSENTIAL FUNCTIONS (Cont.):

12. Inspects work in progress and at completion for conformance with plans, specifications, special instruction and for workmanship.

13. Resolves problems within the group, both personnel, customers, and job related.

14. Assists the technical group with difficult or complex trouble calls.

15. Prepares and conducts employee evaluations.

16. Conducts prospective employee interviews.

17. Enforces District safety regulations.

18. Prepares budgets for special projects.

19. Insures proper records are kept on all electron systems.

20. Maintains the files on all District facilities and sees that they are kept current.

21. Plans and implements the training for the electronic personnel.

22. Communicates with other departments and coordinate work

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.

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 five years experience at the journeyman level as a lead electronic position in the Coachella Valley Water District.

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.
-Review and insure the accuracy of cost estimates, estimates of material and equipment needs.
-Oversee the accurate preparation and maintenance of records and reports.
-Oversee the preparation and accuracy of Schematics and wiring diagrams for all District electronic systems and equipment.
MINIMUM QUALIFICATIONS (Cont):

Abilities (Cont.):
- 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.

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, and drainage systems.
- Hydraulic relationship between wells, booster stations, reservoirs, lift stations, and irrigation pumping facilities.
- Principles and practices of reclaimed 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.

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.