

CLASS SPECIFICATION
Data Acquisition and Management Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, assigns, organizes, manages, and oversees the work of journey-level craft and engineering personnel involved in the design, installation, testing, calibration, modification, maintenance, repair and servicing of industrial electrical and electronic instruments, equipment, devices, controls and data acquisition equipment used in the treatment, storage, distribution and transmission of the City's wastewater treatment and collection facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is responsible for managing a section of personnel responsible for planning, implementing and evaluating, designing and developing moderate-sized bureau-specific systems, generally with significant importance and with City and/or bureau mission impact. This class plans, assigns, directs, manages, provides technical assistance and training to a staff of journey-level industrial electrical and electronics technicians, and engineering personnel in the City's Bureau of Environmental Services. An incumbent typically manages and directs the activities of work section staff and is accountable for attaining results, while being actively engaged in efforts to build project support and coordinate section activities with internal and/or external project stakeholders. Incumbents are responsible for formulating and developing section short and long-term goals and objectives. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through inspection and analysis of records, reports, completed work orders, and equipment and system performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff. Develops, implements and monitors work plans, policies, systems and procedures to achieve division mission and goals. Plans, prepares and manages section budget and participates in developing and monitoring performance against the biennial division budget.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to

address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions, subject to director and City management concurrence.

3. Provides leadership and works with staff to create a high performance, professional and service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Schedules, coordinates and oversees the work of technical and professional personnel engaged in the design, installation, testing, calibration, maintenance and repair of instrumentation, process control and telemetry equipment, including electro-mechanical equipment, devices, controls, programmable logic controllers and state-of-the-art SCADA systems.
5. Plans, provides technical guidance and participates in the development of the bureau's hydrological data acquisition and telemetry system, including integrated software and hardware, control and communication databases, application programs and system support software.
6. Performs a variety of difficult and complex tasks in the diagnoses, calibration, installation and troubleshooting of fiber-optic telecommunication system equipment, telemetry-based controllers, PLCs, RTUs and related systems, equipment and facilities, using sophisticated electronic test and measurement instrumentation.
7. Researches new supervisory control, instrumentation, telemetry and telecommunication methods, techniques and equipment and recommends their application.
8. Provides technical assistance and advice to staff and other bureau sections and divisions.
9. Inspects and evaluates work being performed by bureau staff and contractors; identifies problem areas and directs remedial action.
10. Responds to inquiries and complaints from users and the public.
11. Prepares and maintains a variety of records and reports, including time cards, worksheets, accident reports, maintenance requests and monthly activity report.
12. Recommends special work or necessary equipment maintenance; ensures the timely completion of preventive and predictive maintenance programs; and reviews completed work.
13. Prepares specifications for the purchase of electrical and electronic control equipment and devices; reviews and makes recommendations on acceptance of bids; inspects equipment and devices for conformance with specifications.
14. Schedules and coordinates activities with other sections, divisions or agencies.
15. Responds to emergency situations as necessary.
16. Approves the requisitions for necessary tools, equipment and supplies.
17. Responsible for carrying out the City's safety program; ensures subordinates follow safety practices in work methods and procedures; enforces proper safety procedures while working in

dangerous situations; educates employees on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.

18. Reviews and approves the job layouts from blueprints, drawings, sketches or verbal instructions; maintains records in the form of blueprints, drawings and specifications for electrical and electronic system circuitry.
19. Reviews or prepares drawings and specifications for contract work and inspects work performed to determine compliance to standards and equipment.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of budget development and management.
2. Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
3. Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards.
4. Practices, methods, techniques, tools and equipment used in the design, development, installation, testing, calibration, maintenance and repair of electronic and computer-based supervisory control, telecommunications systems and monitoring equipment common to a large wastewater system.
5. Programming of software systems used in conjunction with telemetry and electronic data acquisition hardware.
6. Operating characteristics of electronic components, including micro-processor controls.
7. Safety practices, safe work methods and safety regulations pertaining to the work.
8. Relevant state and federal regulations.
9. Computer software applications related to the work.
10. Codes, ordinances and regulations pertaining to the work.

Ability to:

1. Analyze, diagnose and modify computer-based hardware and software programs.
2. Use spreadsheets and database management systems for field configuration and report generation.
3. Use modern, state-of-the-art precision and diagnostic instruments to test, calibrate and repair complex electrical and electronic devices and equipment.
4. Plan, organize, estimate, coordinate, assign, review and evaluate the work of others.
5. Select, motivate and evaluate staff and provide for their training and development.
6. Identify and implement effective courses of action to complete assigned work.
7. Read and interpret drawings, specifications and manuals.

8. Exercise independent judgment and initiative within established guidelines.
9. Establish and maintain effective working relationships with those encountered in the course of the work.
10. Coordinate work assignments with other divisions, bureaus or agencies.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school; Associate or Bachelors degree in electronics or electrical engineering and five years of journey-level industrial electrical and/or electronics maintenance and repair experience, including supervisory control and telemetry systems, of which two years included responsibility for leading the work of others; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

A Limited Journeyman Limited Energy Electrician's license issued by the State of Oregon. This requirement is per Oregon Administrative Rule (OAR) 918-282-0320.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

1952 PUBLIC WORKS MANAGER. Adopted: 07-01-92

June 2009 - Change Job Class number from 7630 to 30000672, due to system change.