

City of Fort Worth, Texas Job Description

Classification Title	Instrumentation/Electrical Supervisor		
Job Code:	PR1721	Job Family:	Professional
Pay Grade	610	Date Reviewed:	07/12/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises, participates in and coordinates the work of employees responsible for maintaining and installing electrical, instrumentation and computer distribution control systems within the Water division. Coordinate assigned activities with other divisions, outside agencies and the general public; and provides complex staff assistance to assigned management staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Assists assigned management staff in coordinating the organization, staffing and operational activities for the installation, repair, and maintenance of various water related instrumentation and electrical apparatus.
3. Participates in the development and implementation of goals, objectives, policies and priorities. Recommends and implements resulting policies and procedures.
4. Identifies opportunities for improving methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned instrumentation programs, methods and procedures; and works with employees on the continuous improvement of instrumentation services.
6. Provides instrumentation and control systems management. Implements new technologies to improve management and controls equipment; verifies, troubleshoots and modifies distributed control system or programmable logic controller functionality; and oversees in house and outsourced testing, maintenance and repair of instrumentation and controls.
7. Participates in the requisition of materials and supplies; and compiles specifications for equipment and contracts.

8. Conducts field inspections of contract work to verify the accuracy and compliance to plans and specifications.
9. Ensures Legal, Code and Permit requirements are adhered to and correct documentation records are kept.
10. Provides customer services to the general public, employees and other divisions. Coordinates billing with wholesale customer cities; and provides maintenance on customer cities' metering sites.
11. Participates in the development and administration of assigned program budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and recommends adjustments as necessary.
12. Provides staff assistance to management staff; participates on a variety of committees; and prepares and presents staff reports and other correspondence as appropriate and necessary.
13. Coordinates division activities with those of other divisions and outside agencies and organizations.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of the electrical and instrumentation control systems.
 - Modern and complex principles and practices of electrical construction.
 - Principles of municipal budget preparation and control.
 - Troubleshooting, maintenance, installation and commissioning of various types of electrical equipment.
 - Electrical, hydraulic, pneumatic and thermal automated processes.
 - Principles of supervision, training and performance evaluation.
 - Municipal purchasing procedures.
 - Principles and practices of report writing and recordkeeping.
 - Plants and distribution system.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Computers and applicable software.
 - Customer service.
 - Interpersonal relations.
 - Organization and time management.
 - Troubleshooting.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Utilize electrical instrumentation and calibration equipment.

- Develop, plan, and implement a preventative maintenance program.
- Solve problems related to electrical systems.
- Design and interpret electrical diagrams and schematics.
- Update and evaluate the effects of system modification to existing facility short circuit coordination.
- Prepare clear and concise reports, programs, and written procedures.
- Supervise, direct and coordinate the work of subordinate employees.
- Select, supervise, train and evaluate subordinate employees.
- Recommend and implement goals and objectives for providing effective services.
- Interpret and explain City policies and procedures.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Associate's degree from an accredited college in industrial instrumentation, electrical training or a related field and six years of responsible industrial, electrical, electronic, or instrumentation experience, including one year of lead supervisory experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

Possession of a current City Master Electrician license or Journeyman Electrician license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work – Depending on assignment, positions in this class typically exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.