



## **Title: SCADA Supervisor**

**FLSA STATUS:** Exempt from overtime.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Utilities Operations Manager.

Exercises direct supervision over professional and para-professional staff.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License and two (2) Arizona Department of Environmental Quality (ADEQ) Grade 2 Certifications upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

### **JOB SUMMARY**

The purpose of this position is to supervise Instrumentation Specialists in maintaining electrical, instrumentation and SCADA systems within water, wastewater and remote facilities. Performs performance reviews for direct reports; manages and monitors budgets for operations administration group. Position requires extensive knowledge of electrical safety codes and work practices. Develops programming for automatic control of complex controls systems. Requires advanced knowledge of water, wastewater, distribution and collection system operations. Works with engineering staff to design and specify water and wastewater infrastructure. Works with operations and engineering staff to optimize water, wastewater, distribution and collection system operations. Serves as final authority in all matters pertaining to water and wastewater electrical, instrumentation and process control standards and procedures. Employees in this position should be available by phone at all times, when possible, to dispatch on-call instrument techs or to provide advanced support of control systems in emergencies.



# City of Peoria

## HUMAN RESOURCES

### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Supervises staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Manages maintenance, installation, calibration and repair. Reviews plans and specifications; assists with difficult installations; estimates costs; evaluates process control equipment; inspects installations; monitors warranty repair and contracts; responds to emergencies.
3	Oversees budget activities and expenditures. Establishes procedures and guidelines; recommends and approves expenditures; assists with the long range planning process.
4	Serves on various committees to provide control system knowledge and oversight. Committees include: Security Committee, Technology Committee, Standards Committee, and Remote Site Assessment Committee.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

#### Physical strength for this position is indicated below with "X"

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.

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#### Work Environment for this position is indicated below with "X"

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.

Office	Outdoors	Vehicle	X	Office and Field/Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	



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## HUMAN RESOURCES

### **MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, laptop, printers, scanner, copy / fax machine, and related software, telephone, vehicle, hand tools, lab equipment, digital multi-meter, screwdrivers, wrenches.

### **PROTECTIVE EQUIPMENT REQUIRED:**

Protective eyewear, gloves, hard hat, safety vest and safety footwear.