

ENCINA WASTEWATER AUTHORITY

DATE: March 2013 (revised)
POSITION TITLE: Systems Manager
DEPARTMENT: General Services
SECTION: Systems
REPORTS TO: Director of General Services
FLSA STATUS: Exempt

POSITION SUMMARY: Under the general direction of the Director of General Services, customarily and regularly exercises discretion, independent judgment, and decision-making. This position serves as a Biosolids Environmental Management System team member and as the Authority's Network Administrator for Management Information Systems (MIS) and Supervisory Control and Data Acquisition (SCADA) systems. The Systems Manager also: (a) supervises Electrical/Instrumentation and Systems staff, (b) coordinates inspections, tests, services, routine maintenance, repairs and rebuilds to motors, instruments, motor controls, electrical switchgear and related system components, and (c) performs other related duties as assigned.

SUPERVISORY DIMENSIONS: Supervises Systems Technician and Electrical/Instrumentation Specialists.

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Exhibits all leadership traits and ethical behaviors required of California local government executives.
- Committed to the achievement of EWA's Mission and Vision, and personally exemplifies EWA's Values.
- Ensures Systems plans, goals, and objectives are met, including the development of recommendations regarding work organization, assignments, work schedules and staff training needs; conducts staff training and develops written training manuals as needed; reviews and approves time sheets; serves on employee interview panels; prepares performance evaluations; and initiates disciplinary actions.
- Supervises network operations of Local Area Networks (LANs), Wide Area Networks, telecommunications, server platforms, security, remote access and end-user support. Is responsible for Internet and Intranet development and support.
- Develops processes and procedures for systems administration.

- Performs and instructs others in the safe, effective and efficient methods of hand and power tool operations and maintenance, electrical system testing and meter calibration.
- Coordinates maintenance of motors, alarms, supervisory controls, generators, motor controls, pump speed controllers and related electrical devices.
- Recognizes abnormally operating equipment and uses advanced troubleshooting methods and skills to diagnose, analyze and recommend required repairs.
- Directs and schedules activities of assigned personnel to perform maintenance services, repairs and tests on switch gear, programmable controller and related process instruments, lighting systems, electrical equipment controls for plant and pump station electrical equipment.
- Organizes, schedules and oversees responses to daily technical MIS problems. Potential problems may include issues with PC's, printers, E-mail, cellular phones, voicemail, modems, desktop applications, hubs, Transmission Control Protocol/ Internet Protocol (TCP/IP), virus protection software, software and other associated systems devices and equipment.
- Performs routine checks of work in progress such as equipment services, preventive maintenance and troubleshooting of equipment problems.
- Prepares requests, compares pricing, orders and expedites needed parts, materials and items sent to others for repair.
- Contacts vendors for specialized parts, materials and services.
- Assists in budget preparation with recommendations to include personnel requirements, tools, equipment, contract services, warehoused spare parts and future plant and pump station capital expenditures for equipment and repairs required.
- Performs routine maintenance and other tasks as necessary due to vacations, sick leave, attrition, and emergencies.
- Supports the Biosolids Environmental Management System website and performs other related Biosolids Environmental Management System tasks as assigned.
- Drives Authority vehicles.
- Operates forklifts, utility carts, and other such equipment as required within the plant compound.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

- Ability to supervise, train and develop Systems Section personnel.
- Knowledge of the various types of precision measuring devices, special and general electrical test

meters, gauges and current generators, and advanced technical and equipment malfunctions.

- Knowledge of Microsoft Operating System (OS) platforms, Transmission Control Protocol/Internet Protocol (TCP/IP) networks and configuration, telecommunication and network security. Technical background must include Internet Information Server, Windows NT Server/Workstation & Windows 2000 networks and knowledge of Microsoft applications.
- Knowledge of the Authority's Biosolids Environmental Management System.
- Ability to read, interpret and follow electrical drawings, ladder diagrams, equipment troubleshooting guides, parts lists, servicing requirements, instrument testing and calibration routines.
- Ability to accurately detect, diagnose and repair electrical equipment problems.
- Knowledge of the safe and proper use of various types of electrical test equipment, power and hand tools for self and others.
- Effective oral and written communication skills.
- Ability to establish and maintain cooperative working relationships in order to foster a team approach.

EDUCATION REQUIREMENT: Graduation from High School or equivalent.

EXPERIENCE REQUIREMENT: A minimum of six (6) years experience in the maintenance and operation functions associated with the electrical, instrumentation and information systems at a wastewater treatment plant.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

CERTIFICATION REQUIREMENT: CWEA Grade IV Plant Maintenance Technologist certificate is desired but not required.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands and fingers to handle, feel or operate objects, tools, or controls; reach and lift with hands or arms. The employee is frequently required to stand, stoop, and kneel

for prolonged periods of time.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus. The employee must regularly lift and move up to 50 pounds.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT: While performing the duties of the job, the employee is frequently exposed to toxic or hazardous chemicals. The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas.

QUALIFICATIONS: Ability to pass Authority pre-employment physical examination; possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and drug screen.