

## **ENCINA WASTEWATER AUTHORITY**

**DATE:** October 2021  
**POSITION TITLE:** Systems Manager  
**DEPARTMENT:** Technical Services  
**SECTION:** Systems  
**REPORTS TO:** Director of Technical Services  
**FLSA STATUS:** Exempt

**POSITION SUMMARY:** Under the general direction of the Director of Technical Services, this is a confidential position managing Encina Wastewater Authority's Informational Systems, Electrical & Instrumentation section, as well as the Supervisory Control and Data Acquisition (SCADA) infrastructure. This position: plans, organizes, and manages projects and day to day activities related to Information Technology (IT) and Electrical and Instrumentation (E&I) Systems.

**SUPERVISORY DIMENSIONS:** Supervises staff members in IT and E&I

### **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.
- Manages projects, consultants, contractors, vendors, activities, and personnel related to IT and E&I
- Assists with budget preparation, oversees, and monitors the Sections' annual budget and expenditures, approves invoices and purchases.
- Ensures staff training and the development of written training manuals and procedures.
- Performs administrative tasks for the organization as needed.
- Drives Authority vehicles.

### **IT Section Duties**

- Manages network operations of Local Area Networks (LANs), Wide Area Networks, telecommunications, server platforms, security, remote access, OT Networks, Plant Process Systems, and end-user support.
- Recommends information technology strategies, policies, and procedures by evaluating organization needs and outcomes.

- Maintains, implements, and tests disaster recovery and back-up procedures and information security and control structures.
- Serves as a resource to Encina regarding informational technology policies, procedures and practices.
- Consults with department directors and managers on data processing and information technology needs, capabilities and problems.
- Conducts research and analysis of complex technical issues; makes recommendations to increase operational efficiencies.
- Organizes, schedules and oversees responses to daily technical MIS problems and needs. Potential problems may include; application development and maintenance, application and database upgrades, database administration, network maintenance and troubleshooting, domain security administration, report generation, maintenance of specialized software and, user training support and service.

### **E&I Section Duties**

- Coordinates, directs, and schedules activities of assigned personnel to perform maintenance services, repairs and tests on switch gear, power generation, programmable controller, motors, alarms, supervisory controls, generators, motor controls, pump speed controllers and related process instruments, lighting systems, electrical equipment controls for plant and pump stations.
- Reviews, evaluates, and makes recommendations on engineering reports, construction of new facilities, equipment specifications, and design studies relative to instrumentation, automation, and control systems.
- Performs and instructs others in the safe, effective, and efficient methods of hand and power tool operations and maintenance and meter calibration for electrical system testing.
- Performs routine checks of work in progress such as equipment services, preventive maintenance and troubleshooting of equipment problems.

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 IT and E&I personnel.
- Principles and practices of current business systems and administration.
- Principles and techniques of programming, including the analytical and procedural steps to be followed in the development, modification and testing of business systems applications.
- Ability to read, interpret and follow electrical drawings, ladder diagrams, equipment troubleshooting guides, parts lists, servicing requirements, instrument testing and calibration routines.
- 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 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 to foster a team approach.

**EDUCATION REQUIREMENT:** A Bachelor's degree in Information Systems, Computer Engineering, Electrical Engineering, or a closely related field.

**EXPERIENCE REQUIREMENT:** A minimum of six (6) years' experience in the maintenance and operation functions associated with IT, E&I, or related field. A minimum of 3-5 years of supervisory experience is required.

**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:** IT, E&I, and/or Engineering certifications preferred.

**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 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.**