

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 48
Fiscal Year: 2009/2010
Posted Date: June 04, 2010

***ESTABLISH THE FOLLOWING JOB SPECIFICATION:
(Draft job specification attached.)***

Item #	DEPT/ DIVISION	Class/Title
1	PUC	7109 Electronic Instrumentation & Controls Assistant Supervisor, Wastewater Enterprise

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at Cathy.Abela@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Clare Leung, MTA
Suzanne Wong, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Electronic Instrumentation & Controls Assistant Supervisor, Wastewater Enterprise
Job Code: 7109**

INTRODUCTION

Under general supervision, this position supervises a crew of Electronic Instrumentation Technicians performing highly skilled technical work on process control, industrial communications and monitoring equipment.

DISTINGUISHING FEATURES

Job code 7109 is a first-level supervisory position assigned to oversee 7336 Electronic Instrumentation Technicians. This job code is distinguished from job code 7336 Electronic Instrumentation Technician by the complexity of work assigned and responsibility for exercising work direction over other technical personnel. This job code is distinguished from higher level job code 7132 Telecommunication Supervisor by the smaller size of crew and more limited scope of activities supervised.

SUPERVISION EXERCISED: Provides supervision to Job Code 7336 Electronic Instrumentation Technicians within an assigned unit or section.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Supervises, plans, assigns and reviews the work of a unit or section performing the operation, maintenance, troubleshooting, testing, calibration, design, installation, modification, fabrication and repair of various industrial electronic, pneumatic, and wireless devices, SCADA, PLCs, controllers, communications systems and equipment using established test procedures, ISA recommended methods, and for the purpose of NPDES permit, preventive maintenance and accurate measurement. Some of these devices are part of DCS, SCADA and PLC systems. Restores and improves efficiency and capacity to solve existing problems and handle new plant processes.
2. Trains personnel on technical growth. Monitors daily performance and conducts performance appraisals.
3. Monitors, schedules, and records calibration and upgrade of test apparatus in order to produce, regulate and accurately record the effects of actual or simulated analog/digital signal conditions. Inspects, reviews, evaluates and ensures that calibration and preventative maintenance programs are in compliance with NPDES permits.
4. Maintains records of technical work performed.
5. Ensures safety of supervised crew. Ensures crew is properly trained and follows all applicable rules, CSE, LOTO, respirator, vehicle, IIPP and hearing safety policies.
6. Documents all work performed by keeping records, files, drawings/diagrams and making reports when needed.
7. Drives a vehicle to work sites.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the principles, theories, methods, and procedures involved in the operation, maintenance, testing, calibration, modification, and repair of industrial electronic, pneumatic, distributed control, and other industrial computers, SCADA, programmable logic controllers, communications systems and wireless equipment; the awareness to perform work in a safe manner, following established safety

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procedures.

Ability to: supervise subordinate employees; problem-solve, troubleshoot, evaluate, and test industrial electronic, pneumatic, distributed control and other industrial computers, SCADA, programmable logic controllers, and communications equipment or systems, wiring problems for instrument interfaces; evaluate electronic systems, equipment, circuits and components; use electronic instruments and related electromechanical apparatus in testing and calibrating equipment; coordinate physical movement in the performance of job duties, especially while moving in and around heights, confined spaces, raw sewage, and high voltage areas, and while working with chemicals, operating controls, and various hand tools and power equipment; drive a vehicle to work sites.

Skill in: communicating effectively orally and in writing.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. A. Completion of a two-year AA or AS program in Electronics, Instrumentation or related sciences; **OR**
- B. Electronic or Instrumentation training (equivalent to an AA degree) at a recognized trade or technical school; **OR**
- C. Military training equivalent to an AA degree in Electronics or Instrumentation;

AND

2. A. Five (5) years of experience in the maintenance and repair of industrial instrumentation and control equipment; **OR**
- B. Five (5) years of experience in the maintenance and repair of industrial equipment in the following areas: Electronics, pneumatics, and instrumentation.

LICENSE AND CERTIFICATION

Possession of a current valid Class C driver's license.

PROMOTIVE LINES

From: 7336 Electronic Instrumentation Technician
To: 7132 Telecommunication Supervisor

ORIGINATION DATE:

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Electronic Instrumentation & Controls Assistant Supervisor, Wastewater Enterprise
Job Code: 7109

AMENDED DATE:

REASON FOR AMENDMENT

*To accurately reflect the current tasks, knowledge, skills
and abilities defined in the most recent job analysis
conducted for this job code.*

BUSINESS UNIT(S):

COMMN
