

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

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

Posting No: 12
Fiscal Year: 2021/2022
Posted Date: 11/18/2021
Reposted Date: 11/23/2021

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached)

Item #	Job Code	Title
1	7109	Electronic Instrumentation & Controls Supervisor, Wastewater Enterprise

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Carol Isen, DHR
Sandra Eng, CSC
Sue Hwang, SFERS
Theresa Kao, Controller/ Budget Division
E-File

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

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

DEFINITION

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 at the City's wastewater treatment facilities and pumping stations, 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. It is distinguished from Class 7329 Electronic Maintenance Technician Assistant Supervisor in that the latter is responsible for the maintenance and repair and direction of electronic communication systems used to control Muni's light rail vehicles, electrical equipment at PUC's powerhouses, substations and other equipment used to monitor and control machines.

SUPERVISION EXERCISED

Provides supervision to 7336 Electronic Instrumentation Technicians within an assigned unit or section.

EXAMPLES OF 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 and participates in the day-to-day operation of a wastewater facility by planning, scheduling and performing work activities such as operating test apparatus, performing diagnostic, corrective and preventive maintenance, and inspecting equipment (not to exceed 120 volts), and operating power and hand tools and measuring equipment.
2. Ensures compliance with safe work practices at job sites, and assures adherence to industry standards, safety requirements, policies and procedures.
3. Operates test apparatus such as Diagnostic Test Equipment (DTE), using established testing procedures to produce, regulate and record effects of actual or simulated conditions; prepares reports interpreting test data to useable terms.
4. Performs diagnostic, corrective and preventive maintenance on complex electronic systems (not to exceed 120 volts.) and instruments, including analog, pneumatic and digital electronic equipment located at a wastewater treatment facility.
5. Uses computer to prepare and maintain a records and reports of work performed; develops documentation for the maintenance, installation, removal and modification of electronic systems and equipment.
6. Inspects new equipment; evaluates performance under operating conditions; assists in the design, fabrication or modification of fixtures, instruments and related apparatus; and verifies and evaluates dimensional and functional acceptability and performance of such devices.
7. Operates special power or hand tools and measuring equipment including soldering equipment, oscilloscopes, multi-meters, analyzers, calibrators, signal generators, power suppliers and other

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instruments used in operating, testing, calibrating or repairing electromechanical and electrohydraulic apparatus.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Ability or Skill to: supervise subordinate employees; problem-solve, troubleshoot, evaluate, and test industrial electronic and pneumatic instruments, programmable logic controllers and other industrial computers, data communications equipment or systems, wiring problems for instrument interfaces; evaluate electronic systems, equipment, circuits and components; understand the water treatment process sufficiently to enable troubleshooting the control systems, 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 and transport equipment and materials; communicate effectively orally and in writing

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

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

Experience:

Five (5) years of experience in the design, maintenance, troubleshooting and repair of industrial instrumentation and controls equipment within a wastewater treatment system such as programmable logic controllers (PLCs), toxic gas monitors, methane gas flares, oxygen generation plants, large volume liquid pumps, valve actuators, flow indicators, and signal transmitters, or industrial instrumentation and controls equipment in a closely related field with multiple complex and interrelated systems. Experience must include program writing or modifying of existing programs for PLCs.

License and Certification:

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

Substitution:

Completion of a State (DAS) or Federal (DOL) certified apprenticeship program may substitute for the required education and experience; OR

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Additional qualifying experience may substitute for the required education requirement on a year-for-year basis.

SUPPLEMENTAL INFORMATION

The nature of this work requires that incumbents will be exposed to raw sewage at times during the course of their regular duties.

PROMOTIVE LINES

From: 7336 Electronic Instrumentation Technician

ORIGINATION DATE: 11/xx/21

AMENDED DATE:

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN