

**City of Pendleton**

**Job Description**

**Control Systems Manager**

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| **Department**:  Public Works | **FLSA**:  Exempt |
| **Reports to**:  Public Works Director | **Representation**:  Unrepresented |
| **Pay Range**:  Supervisory/Confidential Scale, Range 6 | **Date**:  April 2020 |

**GENERAL POSITION SUMMARY:** *(Briefly describe why this position exists.)*

Performs skilled work in the administration, planning, supervision, construction, operation, and maintenance of the City’s control and electrical systems. Provides oversight of the entire Supervisory Control and Data Acquisition (SCADA) system on behalf of the department. Coordinates all work with other supervisors and utilities/agencies; does related work as required.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.)*

1. Management of Control Systems: Planning, scheduling, and implementing administrative, operational, maintenance, and construction activities targeted to the city’s overall control and electrical systems, both during normal working hours and off-duty hours; managing related work to determine acceptability and conformance to industry standards; assuring conformance with state and local electrical requirements under a master electrical permit; and available for emergency call-out by SCADA and/or dispatch after normal work hours.
2. Electrical Installations: Directing, supervising, making, or control the making of electrical installations limited to installation, maintenance, replacement, and repair of electrical wiring and electrical products on or in an existing, operable city-owned facility. Design, plan, and lay out work for the city, sign all permits, and ensure electrical installations meet minimum safety standards. Does not install or perform work on service equipment.
3. Communication: Coordinating work activities with Public Works Director, Public Works Superintendent, Water Superintendent, Resource Recovery Superintendent, Facilities Manager, and Regulatory Specialist to create efficiencies in workloads. Advising Public Works Director, City Manager, and other city officials in matters relating to control and electrical systems activities; may provide information to various civic, school and public groups and individuals in regards to control and electrical problems and services.
4. Inspections: Inspecting work involved with installation and repairs to city’s control and electrical systems and appurtenances by city staff and private contractors.
5. Supervision: Training, supervising, coaching, motivating, and disciplining employees assigned to perform the duties of operation, maintenance, construction, and repair of control and electrical systems. Periodically assisting assigned staff with the overall operation and maintenance of the control and electrical systems. Managing the safety of assigned subordinates by instructing individuals in proper safety procedures and monitoring work in progress.
6. Operational Management: Managing the supplies and equipment used in the operation, maintenance, construction and repair of control and electrical systems and the requisitions for needed supplies. Maintaining a variety of records relating to personnel, equipment, and supplies. Insuring the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools prior to and after use. Analyzing and assessing the needs of the department and other city facilities for equipment and materials for completion of the same. Providing recommendations regarding large purchases and requisitions all supplies and materials needed for effective city-wide operation. Responding to issues related to control or electrical systems; evaluating situation; determining if liability lies with the City or others; explaining findings to Public Works Director and/or City Attorney; and notifying appropriate staff if necessary.
7. Locates: Initiating requests for location of gas, telephone, power, television, water and sewer lines from the appropriate sources (One Call Center) prior to excavation and informing staff of such locations.

**IMPORTANT FUNCTIONS:** *(List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.)*

1. Attends meetings, conferences, seminars, and training as required.
2. Participates on boards or committees as assigned.
3. Assists with budget preparation or other special projects.
4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(If the position is in a series, what separates this job from others in the series?)*

This position is distinguished from Control Systems Technician position by the presence of supervisory and administrative duties and functions.

**JOB SPECIFICATIONS:**

1. **Education & Experience:** *(Education and experience requirements are minimum standards.)*

1. High School Diploma (or GED) is required with minimum of four-years of post-secondary coursework related to electrical and/or control systems.
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. *(Check only one box.)*

Less than 12 months

1 – 3 years

3 – 5 years

5 – 8 years

Other

Describe experience: Seven (7) years of experience in control and/or electrical work, or a related field, with a minimum of 4-years of experience as a Limited Journeyman Manufacturing Plant Electrician or General Journeyman Electrician

1. Any satisfactory equivalent combination of education and experience.

2**. Necessary Knowledge, Skills and Abilities:** *(Note any specific knowledge, skills or abilities needed for this position.)*

1. Knowledge of methods, techniques, materials and equipment related to all aspects of public water supply and distribution systems and control and electrical systems.
2. Knowledge of quality control and quality assurance techniques related to water, control, and/or electrical system.
3. Knowledge of safety standards, practices, and procedures applicable to area of assignment.
4. Skill in running a variety of software programs which may include, but not be limited to, Rockwell Solutions bundle of RSView 32, RSLogix 5000, RSHistorian, AcSELerator, DickenWare, Panel Builder 32, ESTeem Utility, Drive Executive, Fluke Power Log, AutoCAD LT, Windows operating system, Outlook, Excel, Access (database), Sequel (database), and Word.
5. Ability to use information technology software and hardware for work orders, time reporting, data collecting, inventory, procurement, and other applications related to operation and maintenance activities for the department.
6. Knowledge of City policies, procedures, regulations, and codes related to area of responsibility.
7. Ability to understand, analyze and interpret maintenance manuals and technical papers.
8. Ability to respond to emergencies on a 24-hour basis.
9. Ability to guide, direct, coach, motivate, and discipline employees.
10. Ability to operate and maintain various equipment used in Public Works projects.
11. Ability to organize and supervise the activities of subordinates performing construction, operation, and maintenance work.
12. Ability to diagnose and analyze problems and recommend and/or institute a corrective action.
13. Ability to communicate effectively, verbally and in writing, in English.
14. Ability to work independently in the absence of direct supervision.
15. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers and supervisor, attend meetings, training, etc., and other face-to-face job requirements.
16. Ability to establish and maintain effective working relationships.
17. Ability to work as a positive and effective team member.
18. Ability to provide positive and effective customer service to all citizens, rate-payers, vendors, and employees.
19. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
20. Ability to work efficiently and perform the essential functions of the job.

3. **Special Requirements:**

1. Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Must possess at time of hire State of Oregon Limited Journeyman Electrician License or General Supervising Electrician License or higher level.

4. **Tools and Equipment Used:** *(List specialized tools or equipment needed to perform tasks.)*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software: *(Choose all that apply.)*

MS based word-processing, spreadsheet, and/or data base programs

Outlook or other email communication.

Internet and/or social media

Presentation or desktop publishing software

Specialized or custom software

1. Vehicle - Car/pickup/van/SUV
2. Variety of hand tools as well as power tools such, including, but not limited to: Fluke 789 Process meter, Fluke 725 Multifunction Process calibrator, Fluke 345 PQ Clamp meter, wrenches, hammers, screwdrivers, etc. needed for operation and maintenance of control and electrical systems.

5. **Supervision:**

1. This position supervises other staff. Positions supervised include: Control Systems Technician, Public Works Utility Workers and temporary employees of the Water Division of the Public Works Department. May provide supervisory oversight and direction to crew of other Public Works divisions as the need arises on a specific job, or in the absence of their direct supervisor. May also supervise the work of outside contractors.
2. This position reports to the Public Works Director. Supervision received is: *(Choose one)*

Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

General. Work is assigned more generally with the employee having some autonomy to determine the order or manner in which the work is completed. Policies and procedures exist.

Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

6. **Communications**:

1. Communications are: *(Choose one)*

Primarily with other City staff, vendors and/or customers.

Regularly includes others outside the organization (not customers), such as contractors, attorneys, agents, or business partners.

Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be: *(Check any that apply.)*

Complex

Controversial

Confidential

Have significant impact (affect City services or reputation, or have legal or financial consequences)

7. **Cognitive Functions**: *(Check the one that most closely aligns to position.)*

Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish.

Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.)

Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may determine their own practices and procedures. Routinely engages in autonomous problem-solving.

Responsible for developing programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. May include developing and implementing policies, procedures or regulations.

1. **Problem Solving:** (*Indicate the nature of problems regularly encountered by this position. Check only one box.)*

Most situations are resolved using standard procedures and established guidelines.

Situations are somewhat varied; requires application of specific technical skills and expertise.

Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

9.**Work Environment*:*** *(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.)*

1. Work is performed outdoors and indoors. Work is most often inside a facility that is not temperature controlled.
2. Strength Rating (see attached definitions) is: Medium .
3. Hazards include: (*Check all that apply and include the percentage of time exposed to the listed hazard.)*

Office environment/no specific or unusual physical or environmental demands.

Work on and around heavy construction equipment **0-1%**

Exposure to toxic elements/hazardous chemicals **0-5%**

Work at heights in excess of 20 feet **0-5%**

More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) **0-1%**

Exposure to weather or temperature extremes **0-80%**

Isolation **0-95%**

Exposure to light or noise extremes **25-50%**

Regular travel outside the City \_\_\_\_%

Risk of injury **from electrical shock, moving mechanical parts, operating tools, falling off ladder, tripping, lifting, performance of job duties** **100%**

Significant physical exertion required to **perform duties** **0-5%**

Other (describe)

1. General hours of work are 7:00 a.m. – 4:00 p.m. Monday – Friday. Variations include: *(Check all that apply.)*

Frequent or regular overtime

Subject to emergency call out

Split or night shifts

e) Employee must live within 30-minutes response time to Public Works facilities.

**10. Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

Not applicable  Input  Prepare  Forecast  Monitor  Approve

1. This position has resource accountability for the following level of purchasing: *(Choose one)*

Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high level equipment/assets.

Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: November 2001

Adopted: November 2001

Revised: April 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.