

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6559

TITLE: INSTRUMENTATION SUPERVISOR

GRADE: S-24

DEFINITION:

Under general direction, serves as a first line supervisor, planning and supervising the work of instrumentation technicians in the installation, maintenance and repair of electronic equipment and instrumentation devices; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class serves as a first level supervisor.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Supervises Instrumentation Technicians in installing, maintaining and repairing instrumentation and electronic equipment used in a wastewater treatment plant, pumping/flow metering stations, atmospheric testing, or air monitoring devices used on emergency response vehicles;

Oversees the activities of the Instrument Technicians who perform instrumentation installation, repair, maintenance and calibration of open-channel and closed-pipe interjurisdictional flow meters, temporary flow meters and rain gauges;

Manages the on-going preventative, corrective, and predictive maintenance on multigenerational equipment;

Consults on preventative, corrective, and predictive maintenance for the County's wastewater information technology and automation system (SCADA) and on complex installations and repairs;

Provides technical advice on planning for new equipment and assists with specifications;

Liaises with contractors for capital improvement design and review;

Provides oversight of data submitted for the billing and revenue of the county to jurisdictions;

Supervises subordinate employees including coaching, counseling, training and evaluations;

Responsible for ensuring all subordinates have Safety training and are in compliance at all times.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of electronics theory and of the tools, methods and practices of electronic equipment repair;

Knowledge of the functioning and maintenance of process control instrumentation and electronic equipment;

Ability to diagnose and correct complex instrumentation and electronic malfunctions;

Ability to program, manage and utilize SCADA and related software;

Ability to ensure programming of PLCs and VFD are aligned with operation objectives;

Knowledge of safety regulations and safe work practices as they relate to Wastewater Instrumentation work;

Ability to ensure that subordinates follow all safety regulations and use safe work practices;

Ability to plan and supervise the work of other employees.

EMPLOYMENT STANDARDS:

Any combination of education, training, and experience equivalent to the following:
High school graduation or a G.E.D. issued by a state department of education, including Technical/Trade school training; PLUS seven years of experience as an instrumentation technician; PLUS one year as an instrumentation lead or Instrumentation Technician III or equivalent OR one year of experience at the supervisory level OR completion of an Agency approved supervisory development program OR completion of the Fairfax County Supervisory Competency Certificate as revised for Maintenance and Trades.

CERTIFICATES AND LICENSES REQUIRED:

Must have and maintain a valid Motor Vehicle Driver's License.

NECESSARY SPECIAL REQUIREMENTS:

Subject to 24 hour call back and must, therefore, be able to work emergency overtime.
Subject to working in adverse weather conditions and may be exposed to raw waste.
Ability to distinguish different color wiring.

ES REVISED: November 1, 2011
REVISED: April 21, 2009