



City of Tempe

WATER UTILITIES TECHNICAL SERVICES SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	655	<i>Department:</i>	Public Works
<i>Supervision Level:</i>	Supervisory	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Public Works Technical Services Manager
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS
Receives direction from Public Works Technical Services Manager
Provides direct supervision to assigned staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four (4) years of experience in technical solutions in business software systems, including two (2) years of lead or supervisory experience. Utility systems experience preferred.
<i>Education:</i>	Bachelor’s degree in computer science, information technology or a course of study related to the core functions of this position.
<i>License / Certification:</i>	Possession of a valid driver’s license.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. This position plays an essential role in developing and implementing technical solutions that assure the reliable operation of water and wastewater systems and Supervisory Control and Data Acquisition (SCADA) at the water plants and field.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Assist in conceptualizing, designing, testing, implementing, maintaining, securing, documenting and proactively managing utility technology infrastructure for Municipal Utilities, including industrial network related software, hardware and equipment (i.e., radio, wired and wireless networks; physical and virtual servers; enterprise storage systems; and infrastructure systems and applications).
- Ability to troubleshoot and test at various locations; water plants, fields sites.
- Analyze system operations for implementing technology.
- Train, motivate, assign and oversee the work of staff; establish schedules and methods for work performed; ensure adherence to proper workgroup procedures and policies.
- Provide advanced technical expertise regarding programable logic controller (PLC) and SCADA network services for local and area-wide networks.
- Maintain knowledge of current and emerging SCADA network systems, technologies, architectures and products.
- Coordinate with the Information Technology Department (IT) regarding the design, build, program and modification system displays for the SCADA network; develop functional data base structures for SCADA systems and update and archive the data base as required; operate and program portable computers, PLC and other data communication devices.
- Assist with the design, installation, maintenance and modification of remote telemetry units (RTU) to provide timely and accurate data transmission to the host computer on water treatment facility monitoring points; specify and procure parts necessary to build and install RTU according to design specifications.
- Assist in developing, writing, monitoring and installing of programs for local process controls and PLCs; perform data entry and programming.
- Communicate and coordinate with vendors to procure instruments and related equipment.
- Research and recommend SCADA software technology, hardware and communication upgrades.
- Review and interpret schematics, blue-prints and engineering drawings related to communications systems.
- Troubleshoot SCADA technology; analyze SCADA system requests and resolve issues in a timely manner.
- Assist in the development of and adhere to standard operating procedures, job hazard analysis, memos and reports.
- Work with IT on software/hardware issues that would require credentials and/or administration rights to resolve.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective November 2024</i>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Water Utilities Technical Services Supervisor

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	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit				x
Stationary / Stand			x	
Move / Traverse		x		
Machinery*	x			
Electrical*		x		
Power Tools*		x		
Hand Tools*		x		
Personal Protective Equipment*		x		
Respirator*	x			
Airborne Chemical Exposure		x		
Airborne Biological Exposure		x		
Computer Software				x
Physically handling of chemicals	x			
Indoors				x
Outdoors		x		
Around, in or on water			x	
Extreme Heat			x	
Extreme Cold		x		
Office Setting				x
Confined Spaces		x		
Excessive Noise**		x		
Heights		x		
Sewage Exposure		x		
Bodily Fluid or bloodborne pathogen exposure		x		
Bend / Stoop / Twist		x		
Crouch / Squat		x		
Kneel / Crawl		x		
Above Shoulder Level		x		
Below Shoulder Level		x		
Repetitive Arm Use			x	
Repetitive Wrist Use			x	
Repetitive Hand Use			x	
Climb Stairs / Ladders		x		
Neck Range of Motion		x		
Traverse Uneven Surface		x		
Traverse Even Surface		x		

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	x	
Will this vehicle require a Commercial Drivers License?		x

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	x	
Distance (clear vision at 20 feet or more)	x	
Color (ability to identify and distinguish colors)	x	
Depth Perception (three-dimensional vision, ability to judge distances and	x	
Peripheral (ability to observe an area that can be seen up and down or to the	x	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	x	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs	x	x	5-25lbs		
26-50lbs			26-50lbs	x	x
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> - May require working extended hours. - May work alone for extended periods of time. - Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: Tyvek coveralls, hard hats, fall protection harness etc.
Excessive Noise exists when you raise your voice to communicate with someone who is 3 ft away.
Respirators: 1/2 face or full-face cartridge.
Hepatitis A and Hepatitis B vaccinations are offered to employees in the OSHA bloodborne pathogens

***Hearing test is required*