



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

**CONTROL SYSTEMS TEAM MANAGER
TEAM MANAGER IV**

Job Announcement Number: 5839 BS
Application Filing Period: October 26, 2009 – November 30, 2009, 4:45pm
Hourly Salary Range: \$44.69 - \$61.63
Yearly Salary Range: \$92,955 - \$128,190
Location: Jensen Water Treatment Plant, Granada Hills, CA
Job Hotline: 1-800-540-6311
www.mwdh2o.com

MWD proudly promotes equal opportunity
and diversity in both its employment programs
and business contracting opportunities.

JOB INFORMATION

The Water System Operations Group, Water Treatment Section has one (1) opening for a Team Manager IV in the Jensen Unit supervising the Control Systems Team.

Under administrative direction of the Unit or Section Manager, the Control Systems Team Manager provides supervisory, management and support services to the team. The Team Manager will have specialized skills relative to the assigned area of responsibility.

The Control Systems Team Manager is responsible for supervising highly skilled technicians in the installation, maintenance, repair, modifications and operations of meters, electronic instrumentation and control systems associated with the water treatment plant, shops, warehouses and storage facilities. In addition the team ensures responsible operations and maintenance of treatment plant, distribution and hydroelectric power plants, reservoirs, Metropolitan's Operations Control Center and other related instrumentation, communication, control systems and equipment.

Duties for this position include, but are not limited to:

- Exercise direct supervision and technical support of the staff in their regular job assignments at the treatment plant site and remotely throughout their job assignments at Metropolitan's distribution facilities.
- Be responsible for maintaining a full electronic technician standby support program.
- Develop and implement the ongoing development, training and succession planning of the Control Systems Team.
- Provide direction, guidance and strategic plans in participation with the Jensen Water Treatment management team in order to develop responsible long-range planning and innovative solutions to meet the business goals, objectives and the priorities of public and worker safety along with water quality and environmental regulations.
- Under limited direction with extensive latitude for use of initiative and independent judgment to maintain and operate the instrumentation, meters, communication and electronic control systems to operate Metropolitan's water treatment and distribution facilities.

- Provide an annual budget, project cost estimates, procurement of materials and supplies, monitoring expenses and managing labor and overtime costs.

Job Description No.: Z06D Pay Grade: M21 Bargaining Unit: Supervisors' Assn. – Unit 03
 Work Schedule: 4/10

The functions of this classification include, but are not limited to:

1. Supervises and evaluates the work of subordinate staff in accordance with Metropolitan's policies and procedure.
2. Effectively recommends personnel actions related to recruitment and selection, grievances and disciplinary policies and procedures, performance, leaves of absence, work schedules and assignments.
3. Performs analytical work for a team in a specialized field and coordinates teamwork activity to achieve effective results.
4. Makes budget, personnel and related resource requirement recommendations for the area supervised based upon anticipated workload and production capability of the team.
5. Gathers, analyzes and compiles data to prepare narrative and statistical reports on team activities.
6. Provides input into the development and modification of policies, methods and procedures.
7. Provides explanation of policies and procedures and working structure of the team to external and internal customers; drafts detailed responses about regulations, procedures, activities and status of projects.
8. Represents the team and Metropolitan at various meetings.
9. Exercises responsibility and accountability for the technical soundness of the work that is supervised.
10. Performs other related duties as required.

JOB REQUIREMENTS

MINIMUM QUALIFICATIONS

Each Team Manager position will have specialized requirements for knowledge in the functional areas within the team assigned to manage.

Education and Experience

Any combination of education and experience equaling 8 years of increasingly responsible experience, of which 3 years must have been in a project management, supervisory or lead position. An example of a combination of education and experience would be:

A high school diploma or general education degree (G.E.D.) and 8 years of increasingly responsible experience, of which 3 years must have been in a project management, supervisory or lead position;

OR

An associate's degree from an accredited college or technical school and 6 years of increasingly responsible experience, of which 3 years must have been in a project management, supervisory or lead position;

OR

A bachelor's degree from an accredited college or university and 4 years of increasingly responsible experience, of which 3 years must have been in a project management, supervisory or lead position;

If the position requires a college/university degree, said degree must have been issued by an educational institution recognized as accredited by the United States Department of Education. Degrees issued by educational institutions outside the United States must include documentation validating the equivalency of that degree to the same degree in the United States to be considered acceptable for Metropolitan purposes.

LICENSES/CERTIFICATION REQUIRED

Specified positions may require professional registration or certification related to the work assigned.

The Control System Team Manager shall possess the following certificates and licenses.

- Possession of, or ability to obtain, an appropriate valid state driver's license.
- A Grade II Water Treatment (T2) Operator Certificate, as issued by the State of California.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of supervisory methods
- Principles of administrative and project management, including budgeting techniques, office procedures, and reporting
- Tools of management, such as, cost analysis, policies and procedures, training and development, records management, and reports writing
- Employee policies and procedures
- Equal opportunity practices
- Pertinent Federal, State and local laws, codes and regulations
- Knowledge of and experience with SCADA and instrumentation used in water treatment operations, process monitoring and control
- Knowledge of and experience with digital electronics, logic circuits, computers, electronic control systems and PLC's
- Knowledge of water treatment plant processes and knowledge of plant and pipeline operation equipment and maintenance practices
- Knowledge of project management concepts and techniques
- Strong working knowledge of and experience using computer applications including Word, Excel, and Microsoft Project
- Knowledge of computerized maintenance management tracking systems such as MAXIMO

Skill and ability to:

- Supervise, lead, mentor, coach, motivate, evaluate and reward employees
- Plan schedules, give guidance and assign the work of subordinates through verbal and written instruction or demonstration in order to make the most effective and efficient use of staff
- Determine training needs and provide orientation and training for subordinate staff
- Display a high level of initiative, effort and commitment towards completing assignments with minimal supervision
- Encourage and facilitate cooperation, pride and trust and foster commitment and team spirit
- Effectively present information to individuals or groups
- Maintain favorable public relations
- Organize and coordinate the work of others
- Communicate openly and effectively both orally and in writing
- Develop a team
- Be fiscally responsible
- Empower and support staff; seek and apply feedback
- Effectively interact with others
- Problem-solve and use good judgment

Physical Class 2 – Light Work:

This class includes administrative and clerical positions requiring light physical effort which may include occasional light lifting to a 10-pound limit and some bending, stooping, or squatting. Considerable walking may be involved.

Supplemental Questionnaire

- *The first part of the exam process is an evaluation of your education and experience, to determine if you meet the established requirements. Therefore, you are encouraged to carefully and thoroughly complete your application.*
- *When asked to describe related experiences in a supplemental question, please include the specific role you were in and functions performed.*
- *Please use no more than one page per question, single spaced with size 12 font as a minimum.*
- *The supplemental questionnaire must be returned with the Metropolitan Water District's application form. A resume will not be accepted in lieu of the required application packet.*

- 1. Describe how your education and experience relative to the maintenance and repair of control systems, computers, digital electronics, SCADA, and instrumentation meet the minimum requirements for this position.**

- 2. Describe your project management, supervisory or lead position experience. Include the number of years in your answer.**

THIS SUPPLEMENTAL QUESTIONNAIRE MUST BE COMPLETED AND RETURNED WITH YOUR MWD APPLICATION PACKET IN ORDER TO BE CONSIDERED FOR THE POSITION. PLEASE NOTE, IF SUPPLEMENTAL QUESTIONS ARE NOT RECEIVED WITH THE APPLICATION, THEN YOUR APPLICATION WILL NOT BE CONSIDERED FOR THE POSITION.

APPLICATION FILING PROCESS

- Resumes cannot be substituted for a completed MWD application packet, but should be included in the application packet.
- **The following is required for a complete application packet:**
 - 1. MWD job application**
 - 2. Supplemental questionnaire**
- **The completed application packet MUST BE received and date/time-stamped (not post-marked) by the Human Resources Section (700 North Alameda Street, Los Angeles) before 4:45 p.m. of the closing date. Mailing address: P.O. Box 54810, Los Angeles, CA 90054-0810. Application packages may also be faxed to 213-217-7770 in order to meet the deadline, but must be followed up by an original.**
- Reasonable accommodations for people with disabilities may be requested by calling (213) 217-7738 at least 5 working days in advance of the scheduled examination date(s).
- While all categories of employment may apply and participate in the recruitment process, the hiring supervisor shall consider the top six (6) qualified Category A (regular full-time) and Category B (regular part-time) employees first. If a Category A or B candidate is not selected, the hiring supervisor may then consider any other qualified candidates in the recruitment.