Supervising Communication Technician
Bargaining Unit Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DESCRIPTION:
Under general direction of the Maintenance Manager, supervises one or more individuals and participates in field testing, inspection, repair, maintenance and installation of communications and instrumentation equipment associated with the operation, maintenance and repair of water supply, flood control, hydroelectric and recreation facilities and their various related components of the Yuba Water Agency’s facilities.

DISTINGUISHING CHARACTERISTICS:
The Supervising Communication Technician is a supervisory level position that performs full, first-line supervisory responsibilities, including planning, assigning and evaluating the work of subordinates and overseeing a program area within a work unit or department. The Supervising Communication Technician must perform his/her duties in a manner that reflects positively on the Yuba Water Agency, supports a strong safety culture and meets the missions of the agency of flood control, water supply, fishery enhancement, recreation and hydroelectric generation.

EXAMPLES OF ESSENTIAL DUTIES:
This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills to perform other duties as assigned.

- As a working technician, supervises and participates in testing, maintenance, repair and installation of communication system equipment, instrumentation, hydrologic equipment, Telemetry (SCADA, Modbus, OSIsoft PI, DNP 3.0, Serial, RTU, Allen-Bradley EIP, etc.), supervisory software, microwave, radio remote signal and remote control equipment, fiber-optic communications, control system networking, CAISO interface and control, and telemetering equipment and its associated wiring;
- Coordinates control system network administration and maintenance with agency IT personnel.
- Maintains, calibrates and adjusts instruments and meters; performs maintenance and testing of designated supervisory relay equipment and testing of communication-based protection schemes (DTT, POTT, PUTT, etc.) or willingness to gain experience and learn.
- Plans jobs, makes assignments, and arranges for necessary tools, equipment, supplies and support services.
- Furnishes necessary instructions and assistance for the successful and timely completion of jobs.
- Responsible for accomplishing all aspects of the assigned work in conformance with personnel and equipment safety standards.
- Trains personnel assigned under employee’s supervision.
- Prepares work and maintenance schedules.
- Prepares reports, keeps records, revises drawings.
- Participates in engineering change management and maintenance of up-to-date drawing and documentation sets.
- Participates in the preparation of budgets, prepares cost estimates, assists other trades.
- Does other project-related work as assigned.
- Keeps Maintenance Manager informed of the status of personnel, work plans and work in progress in a timely manner.
- Demonstrated skills and experience with OMS/DMS or EMS software including relevant experience working on upgrade or replacement projects in the past.
• Builds and maintains positive working relationships with co-workers, other agency employees and the public using principles of good customer service.
• Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
• Performs related duties as required.

KNOWLEDGE OF:
• Documentation, policies, procedures, business practices and strategies.
• Regulatory standards and power generation processes.
• Records management and auditing.
• Operations, services, and activities of an electric utility.
• Environmental, Health and Safety requirements such as, EPA, OSHA, NFPA-70A (NEC), and NFPA-70E (Electrical Safety).
• FERC and DSOD regulatory requirements related to dam and penstock safety.
• Electric Reliability, NERC/WECC Reliability Standards, especially NERC Critical Infrastructure Protection (CIP).
• General power systems practices and tools.
• Principles and practices of business correspondence and technical report preparation.
• Office procedures, methods and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering programs.
• Programming in at least one of the major programming languages (C++, Wonderware, VBA, Java (J2EE) etc.)
• Testing and executing functional and user acceptance testing (UAT) with specific experience in developing, documenting, and executing scenario-based testing scripts for UAT.

SKILLED IN:
• Maintaining sensitive and confidential information in the course of supporting agency business technology and information systems.
• Executing change management protocols to minimize data loss during upgrades or troubleshooting.
• Coordination of work to minimize disruption of normal operation and avoidance of nuisance trips or unscheduled outages.
• Time management, highly organized, detailed and self-motivated.
• Maintaining accurate records and files.
• Maximizing interoperability of computers, smartphones, servers, and network hardware.
• Resolving problems and situations in the workplace.
• Drafting professional correspondence and letters, independently or from brief instructions.
• Organizing work, setting priorities, meeting critical deadlines, and following up assignments with minimum of direction.
• Communicating clearly and concisely, both oral and written.
• MS Professional Office Suite (Excel, Access, Word, Visio)

ABILITY TO:
• Provide leadership as well as work as a team member with the Yuba Water Agency.
• Present information to and be comfortable speaking in front of people.
• Drive completion of projects and initiatives in support of agency and power systems objectives.
• Promote the development and growth of subordinates and fellow team members.
• Multitask and prioritize based on agency’s needs to meet and exceed critical project deadlines and
requirements.
• Work under pressure and make sound decisions with limited information.
• Perform professional-level support and project management duties.
• Identify deficiencies and suggest and implement improvements.
• Prepare clear and concise administrative and technical reports.
• Interpret, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations.
• Follow department policies and procedures.
• Conduct research, develop, review, update, and revise existing ordinances, and policies.
• Coordinate activities with internal and external agencies and committees.
• Analyze problems, identify alternative solutions, project consequences of proposed actions and implement.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work may be performed in an outdoor field environment with all types of weather and temperature conditions; exposure to noise, dirt, dust, traffic, electrical energy, and high voltage; may work irregular hours; work and/or walk on various types of surfaces including slippery or uneven surfaces, waterways and rough terrain; frequent opportunity and requirements to interact with the general public and property owners, contractors, suppliers and state, federal, county and other public agencies.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight, up to but not limited to 50 pounds, in accordance with safe working practices; if lifting more than 50 pounds use two or more people to lift load; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles, and to verbally communicate to exchange information. Must be able to climb ladders, climb multiple flights of stairs; have dexterity to climb in and out of, and ability to work in close quarters. Requires the use of safety hats, belts, harnesses, face guards, safety glasses and goggles, safety shoes, protective clothing including Arc Flash/FR clothing, ear protection and other safety equipment, where necessary.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

MINIMUM QUALIFICATIONS: The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, the agency reserves the right to select applicants for further consideration who demonstrate the best qualifications and match for the job. Meeting the minimum qualifications does not guarantee further participation in the selection process.

Education/Training: High school diploma or equivalent; completion of apprenticeship or journeyman level certificate program.

Experience: 5 years of journey-level experience in communications craft (or equivalent). Excellent written, verbal, interpersonal, and computer skills are preferred.
**License or Certificate:** Possession of and ability to maintain an appropriate valid class C California Driver License, valid Radio Telephone Operator License – FCC, tower climbing and rescue certification.

**SPECIAL REQUIREMENTS:**
This position is subject to call out at any time and must reside close enough to travel to the Colgate Powerhouse within one hour.

**POST OFFER/PRE-EMPLOYMENT PHYSICAL:**
Employment is subject to passing a physical examination, including a drug test and a pre-employment background check.

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