



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## CONTROL SYSTEM APPLICATIONS TEAM MANAGER

<b>Group-Section:</b> Water System Operations Group – Water Operations and Planning Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 064 <b>Job #:</b> TM006
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### JOB SUMMARY

Responsible for managing and supervising the development, implementation, and administration of the supervisory control and data acquisition control system and process control applications. Areas of responsibility include managing the daily support for the control system and process control applications; managing all activities related to applications development and vendor software enhancements for the control system; ensuring the reliability and availability of the control system and process control applications; and researching technology innovations and assessing potential application to Metropolitan business needs.

### OVERSIGHT

**Oversight Received:** Receives direction from the Unit Manager.

**Oversight Given:** Manages and supervises a staff of professionals, technicians, paraprofessionals, and administrative support.

### JOB DUTIES

1. Manages the development and maintenance of supervisory control and data acquisition system and automatic process control applications; reviews, assigns, and monitors projects and requests for the development, implementation, and maintenance of the supervisory control and data acquisition and process control systems and enhancements; interfaces with other business units to gather requirements for the development of applications and automated process controls; manages supervisory control and data acquisition acceptance testing and validation of supervisory control and data acquisition vendors software including enhancements and patches; and manages vendors providing maintenance services and enhancements for the supervisory control and data acquisition system.
2. Ensures supervisory control and data acquisition system and automatic process control systems are available and functioning at optimal levels; reviews and responds to hardware, communication, and application failures; manages data recovery activities; establishes standards and practices; monitors system performance and security; purchases and manages system licenses; and ensures supervisory control and data acquisition application architecture is consistent with overall information technology application architecture and ensures supervisory control and data acquisition system and automatic process control systems performs according to specifications from the customer.

3. Coordinates team activities with other information technology teams and with managers and staff in other business units; participates in the planning and implementation of complex projects; participates in Control System strategic planning; and interfaces with business units to ensure supervisory control and data acquisition standards are followed in the selection of new control system instrumentation and hardware.
4. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, and performance assessment; reviews work for thoroughness and adherence to standards; and assesses employees' competencies and develops training plans.
5. Provides general administration of the team including establishing and tracking team goals and objectives; analyzes team activities and prepares, develops, and monitors team budget; evaluates resource needs; assists in the development of the annual business plan; and provides updates on job progress, technical aspects, and critical issues to program and project managers and provides quarterly updates of the business plan.
6. Estimates costs and staffing requirements for requested projects; assists in preparation of capital budget; selects and monitors temporary staff and consultants; and prepares and evaluates request for proposals, participates in selection of contractors, and manages contracts for services.
7. Serves as technical advisor in the development of application and automated process controls; and researches and evaluates new technologies.
8. Assists in developing team and unit policies, methods, and procedures; and reviews and makes recommendations regarding the development of quality assurance and quality control procedures, project milestones, presentation, and documentation.
9. Performs research and evaluates the latest supervisory control and data acquisition technologies including computer hardware and software and determines their applicability to current standards, guidelines, and objectives of Metropolitan.
10. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Job Title: Control System Applications Team Manager  
Job Code: TM006  
Adopted: 05/26/05  
Revised: 06/18/17  
Supersedes: 02/14/17  
Page: 2

**Required Knowledge of:** Supervisory methods and techniques; team building; contract administration; project management including planning, scheduling, and costing; report writing; personnel management practices; practices and principles of strategic planning; performance measurement tools and metrics; policies and procedures related to budget, procurement, and human resources; industry trends and emerging technologies; supervisory control and data acquisition system software internals; failure analysis concepts; software acceptance testing; control system instruments and process control equipment; PLC and RTU software and hardware; UNIX C, C++ and shell script programming; Oracle database configuration and administration and operations; RTU real time programming and troubleshooting; operating systems; and local and wide area network design and administration.

**Required Skills and Abilities to:** Manage a diverse work force; plan and organize the work of the team; encourage and facilitate cooperation; interpret laws, rules, and regulations relative to the section and group; communicate orally and in writing on administrative and technical topics; determine training needs of staff; develop and motivate staff; establish collaborative working relationships with all levels within Metropolitan; manage development of major applications and systems; represent Metropolitan in negotiations with vendors; use business applications; prepare and make presentations on technical issues to peer forums; direct supervisory control and data acquisition software testing and troubleshooting; and perform real time programming and troubleshooting.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

### **Licenses**

- Valid California Class C Driver License

### **Registrations**

- None

## **DESIRABLE QUALIFICATIONS**

None

## **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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 functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

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Page: 3

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements