

As the Industrial Controls Technician Supervisor, you will supervise a team of trades journeymen in maintaining and troubleshooting all airport industrial control systems.

### **JOB DESCRIPTION**

- Industrial Controls Technician Supervisor
- Works under the general supervision of the Airport Utilities Division Manager.
- Serves in the Utilities Division of the Engineering and Maintenance Department at Ronald Reagan Washington National Airport (DCA).

Supervises the Industrial Controls Section of the Utilities Division. Through a team of Industrial Controls Technicians, supervises the inspection, adjustment, troubleshooting, repair, and preventive maintenance of electric, distributed control systems or pneumatic and electronic direct digital control systems for DCA's Central Heating and Cooling Plant and related auxiliary controls, DCA's heating, ventilation, and air-conditioning systems, or DCA's instruments and integrated electrical- and electronic-mechanical systems for all utility distribution and metering throughout the Airport. Plans, assigns, and reviews work; provides advice/guidance, assistance and training to Technicians; performs a variety of supporting administrative actions; and performs hands-on Industrial Controls Technician work independently or in conjunction with Technicians. Performs related functions.

### **GENERAL RESPONSIBILITIES**

- Ensures sufficient personnel coverage, planning short- and long-range projects, and coordinating replacement equipment requirements and industrial controls preventive maintenance for boilers, chillers, HVAC units, and meter controls.
- Determines priorities and establishes deadlines on the basis of work order designation, degree of safety hazard, importance for operations, and emergencies.
- Ensures Technicians have materials and equipment required; coordinates with contractors the proper integration of new equipment.
- Reviews work sites to anticipate materials, equipment, and personnel required and potential installation problems.
- Coordinates any scheduled outages for installation of new equipment and planned maintenance with minimal disruption; requests overtime.
- Establishes and reviews preventive maintenance schedules; ensures scheduled preventive maintenance is completed in accordance with established guidelines.
- Develops special schedules needed (e.g. for overtime and cross training purposes).
- Ensures work assignments meet expectations of Division Manager and other Section Supervisors.
- Ensures that all testing equipment is available and properly calibrated/accurate.
- Evaluates employee performance and determines any need for on-the-job training or cross training; counsels employees, provides advice, and assistance; performs yearly performance management evaluations.
- Maintains work records, equipment warranties and files; assigns and completes work orders in the computerized maintenance management system (CMMS).

- Keeps abreast of the industrial controls field.
- Ensures adequate stock of necessary materials and equipment and takes inventory of tools and equipment. Evaluates the merits of new equipment, tools, and supplies.
- Provides input to the Manager regarding the budget; solicits prices/quotes from vendors and coordinates purchases of equipment and/or tools as warranted.
- Assists Technicians in the inspecting, adjusting, calibrating, maintaining, troubleshooting, and repairing of controls for the Central Heating and Cooling Plant and related auxiliary controls, heating, ventilation, and air-conditioning systems, or systems for all utility distribution and metering.
- Updates software and parameters within software on BEMS.
- Monitors the performance of the Siemens System (Apogee) Distributed Digital Control (DDC) via the BAS.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Seven years of progressively responsible experience in the maintenance and repair of industrial control systems to include one year specializing in testing, diagnosis, maintenance and repair of a range of electric, pneumatic and electronic direct digital control systems. This includes knowledge of the theories, principles, requirements, and standards of the industrial control trade.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Full performance (journey) level knowledge of automated, computer-based instrumentation and distributed control systems and the ability to troubleshoot malfunctions, make repairs, and maintain system operations,
  2. Knowledge of electric, electronic and pneumatic controls systems and their interaction/interface to maintain, inspect, adjust, calibrate, troubleshoot and repair them.
  3. Knowledge of Protocol 2, Ethernet, Transmission Control Protocol/Internet Protocol (TCP/IP) communication protocols for network configuration.
  4. Knowledge of and skill in automated meter systems and associated systems software programming meters to produce monthly billing reports.
  5. Knowledge of supervisory principles and ability to supervise the operations and programs of the unit/team.
- Knowledge of the safety rules, regulations, and procedures needed to supervise others in working safely.
  - Ability to analyze data and information (diagrams, and schematics) to perform work.
  - Ability to speak and write effectively.
  - Skill in using a computer and computerized work order and time and attendance systems.

### **PREFERRED QUALIFICATIONS**

- Licensed as a Stationary Engineer, Class I in the State of Maryland, 1st Class A Engineer 1st Class Boiler Operator in District of Columbia.
- Licensed as a Master HVAC Mechanic in the Commonwealth of Virginia.

- Licensed as a Master Certified Electronics Technician from the Electronics Technician Association.

### **EDUCATION**

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the six years of experience. For example, an Associate's Degree may substitute for two years of experience.

### **CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.

### **NECESSARY SPECIAL FACTORS**

- Operates vehicle airside and landside (requires AOA permit).
- May bend, stoop, crouch, and work in cramped positions; carries/moves objects weighing up to 75 pounds.
- Is subject to noise from high pressure boilers, jet aircraft, pumps and fans; gas fumes; and possible falls, electrical shock, and burns. Wears personal protective equipment.
- Subject to hold-over and recall on a 24-hour basis for essential services and emergencies.
- Work is typically reviewed in progress and upon completion for quality, quantity, timeliness, teamwork, customer service, and other factors.