
SUPERVISOR - INSTRUMENTATION

The City of Toledo:

is a city in and the county seat of Lucas County, Ohio, United States. At the 2020 census, it had a population of 270,871, making Toledo the fourth-most populous city in the state of Ohio, after Columbus, Cleveland, and Cincinnati. Toledo is also the 79th-largest city in the United States. It is the principal city of the Toledo metropolitan area, which had 646,604 residents in 2020. Toledo also serves as a major trade center for the Midwest; its port is the fifth-busiest on the Great Lakes.

Why Work at City of Toledo?

- Benefits including health, dental, vision, life and disability insurance
- Pension OPERS: Fixed retirement benefits every month based on a formula that rewards years of service. The City contributes 14.00% of the employee's annual base salary and employees contribute 10.00% of their annual base salary.
- Supplemental Retirement: 457(b) deferred compensation plan and/or Roth 457(b)
- Employee Perks: Personalized discounts and savings to your favorite businesses.
- 14 Paid Holidays

Key Job Details:

Job Number

2023-00069

Job Type

Full Time

Opening Date

03/21/24

Closing Date

04/03/24

Salary

\$61,247.68 - \$72,040.80 Annually

Location

Toledo, Ohio

Department

Public Utilities

Division

Wastewater / Maintenance

Summary of Responsibilities:

Under direction performs work of considerable difficulty in the installation, maintenance and repair of circuitry, electrical, electronic, fiber optic, solid state and electromechanical equipment, radio- and computer-controlled signaling equipment, radio communications and other complex instrumentation;

personally performs the more difficult or complex technical aspects of the work; performs related work as required.

Essential Duties:

- Prioritizes, trains, assigns, directs and provides technical advice and assistance to skilled tradesmen and technicians engaged in the installation, calibration, maintenance and repair of circuitry, electrical equipment, computerized traffic signal equipment, radio communications equipment and other electronic instrumentation, including fiber optics.
- Personally performs difficult and complex work.
- Responds to emergency conditions.
- Inspects work in progress and upon completion for conformance to plans and specifications.
- Inspects existing systems and assists in developing and preparing plans for system expansion or modifications to improve efficiency or reduce operational costs.
- Develops and implements preventive maintenance program.
- Designs new devices and testing methods and operates and maintains a variety of testing equipment.
- Investigates complaints and follows up to see that remedial action is taken.
- Maintains project status records and time and equipment use records.
- Answers correspondence and develops reports relative to field of activity.
- Requisitions materials and supplies.
- Supervises inventory control procedures.
- Investigates personnel-related problems and assists in disciplinary actions.
- Hears employee complaints or grievances and recommends disposition of same.
- Participates in interview process for potential employees and makes recommendations regarding appointments.
- Implements and oversees safety rules, regulations and compliance.
- Implements training programs in state-of-the-art techniques.
- Serves as a liaison with Fire and Police Division communications personnel and with other City divisions and public utility companies as required.

Required Qualifications:

- Graduation from an accredited college or university with an Associate's Degree in Electronics Engineering Technology and three (3) years of experience in electrical and electronic process control and analytical instrumentation trouble-shooting.
- Must possess a valid driver's license and have the ability to visually distinguish colors.

Physical Demands:

The physical demands described within this job description 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 functions.

In this position, the employee will frequently stand. This employee will occasionally walk, sit, stand, lift,



Department of Public Utilities

push, pull, drag and/or carry up to 15 pounds. The employee will constantly walk-in all-weather conditions. Occasional stooping and crouching may occur with this position. Speaking and listening are constant essential functions of this position.

APPLY AT

<https://www.governmentjobs.com/careers/toledooh>

In order to apply for jobs with the City of Toledo, all applicants must have a valid email address and create a governmentjobs.com profile.

Equal Opportunity

The City of Toledo is AN EQUAL OPPORTUNITY EMPLOYER. The City of Toledo will not deny equal opportunity in hiring, tenure, terms, conditions or privilege of employment on the basis of race, color, religion, sex, national origin, disability, ancestry, age or sexual orientation.