Job Title: Program Manager, Instrumentation & Controls

Announcement Number: #6815*

Position Control Register #2971015

Bargaining Unit: 9

Grade Level: 29

Date Posted: 04/21/15

Last Day for Applying: N/A

Salary Range: $1,584.66-$2,140.36

Division/Section: Operations/Engineering Services/Deer Island

Work Schedule: Monday-Friday 7:00am-3:00pm

BASIC PURPOSE:

Provides instrumentation engineering design support to operation and maintenance departments at Deer Island.

SUPERVISION RECEIVED:

Works under the general supervision of the Manager, Engineering Services.

SUPERVISION EXERCISED:

Exercises close supervision of Project Engineers and Staff Engineers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs design, engineering, and finalization of in-house projects involving repair/replace/modification activities, layout changes for shops, laboratories, offices and warehouses. Develops concept designs, detailed designs and the preparation of plans and specifications for proposed plant instrumentation and control system modifications.

- Oversees production, installation, operation, maintenance, and repair of complex instrumentation equipment.

JOB VACANCY ANNOUNCEMENT NUMBER #6815 (Continued)
• Oversees the preparation of plans and specifications for vendor contracts for proposed plant instrumentation and control system modifications.

• Oversees reviews of, and modifications to all operations and maintenance documentation with respect to instrumentation and control system design changes.

• Assists the plant operations staff with engineering resolution and recommendations to problems, which arise during normal operation of the plant.

• Assists the maintenance staff with complex work orders, and contract maintenance projects.

• Performs the filing and procurement of permits associated with in-house projects.

• Provides on-site inspection of construction projects generated by the Engineering Services group and outside consultants.

• Develops and maintains files and familiarity with design and installation standards applicable to the instrumentation field, and ensures that facility specifications comply.

• Reviews instrumentation and control portions of design plans by outside firms who have been hired to design improvements or additions to the facility.

• Supervises the updating of plant instrumentation and control drawings and records and the subsequent forwarding (in accordance with established procedures) to the Technical Services Center.

• Provides technical direction for the Maintenance department I & C technicians

• Provides oral and written reports to the Manager, Engineering Services detailing results of problem investigations, proposed resolution, and economic justification for the proposed changes.

**SECONDARY DUTIES:**

• Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

Education and Experience:

(A) A Bachelor Degree from an accredited university or college in electrical or mechanical engineering; and

(B) Experience in the design, installation, and construction oversight of a wide variety of control systems that interface with process control systems which interface with process control computers as normally acquired through seven (7) to nine (9) years of related engineering experience; and

**JOB VACANCY ANNOUNCEMENT NUMBER #6815 (Continued)**
Complex processing facility and wastewater treatment operations, industrial facility or utility experience desirable; or

Any equivalent combination of education or experience.

Necessary Knowledge, Skills and Abilities:

(A) Personal computer skills including spreadsheet, database, word processing, project management and Auto CADD desired.

(B) Demonstrated verbal and written communication skills.

SPECIAL REQUIREMENTS:

Massachusetts certification as an Engineer-in-Training required. Professional Engineer License Preferred.

TOOLS AND EQUIPMENT USED:

Office equipment as normally associated with the use of telephone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision and the ability to adjust focus.

JOB VACANCY ANNOUNCEMENT NUMBER #6815 (Continued)
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee regularly works near moving mechanical parts, and is occasionally exposed to risk of radiation and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud in field settings and moderately quiet in an office setting.

Applications are available online at [WWW.MWRA.com](http://WWW.MWRA.com) or from the Human Resources Department. Completed applications must be received by the Human Resources Department on or before the closing date indicated above.

Massachusetts Water Resources Authority  
Charlestown Navy Yard  
100 First Ave.  
Boston, MA  02129  
ATTN:  Andrea Murphy, Employment Manager

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