 **Supervisor, Instrumentation and Controls Standard Job Description**

**Classification Title:** Supervisor, Instrumentation and Controls

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 15

**Minimum Pay:** $40.57

**Job Description Summary:**

The Supervisor, Instrumentation and Controls, under general direction, supervises instrumentation and control personnel. Performs maintenance, inspection, adjustment, calibration, and repair of pneumatic and electronic control system equipment and electrical systems. Ensures the reliability of instrumentation and control systems in the plants.

**Essential Duties and Tasks:**

**40% Maintenance and Repair Oversight**

* Directs the maintenance and repair of instrumentation and control systems.
* Ensures that maintenance inspections, adjustments, calibrations, and repairs of pneumatic and electronic system equipment and electrical systems of various voltages are completed.
* Assists in the overhaul of gas and steam turbine generators, boilers, absorption and centrifugal chillers, pumps, and motors.

**20% Staff Supervision and Training**

* Supervises assigned staff.
* Develops and supervises preventative/predictive maintenance programs on instrumentation and control systems.

**10% Equipment Calibration and Adjustment**

* Adjusts, calibrates, and tunes equipment.
* Maintains documentation of repairs, calibrations, control points, and alarm and trip points of each piece of equipment.

**10% Safety and Compliance**

* Contributes to a safe work environment by adhering to safety protocols and ensuring compliance with operational standards.
* May require operation of a motor vehicle.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Ten years of experience in instrumentation and controls maintenance in an industrial plant, chemical plant or utility plant, including some related supervisory experience.

**Required Licenses and Certifications:**

* Valid class “C” vehicle operator’s license or ability to obtain one within 30 days of employment.
* ISA Certified Control Systems Technician (CCST) Level 1 Certificate or ability to obtain license and certificate within six months of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* University vehicle
* Electrical Technical and Maintenance Equipment

**Physical Requirements:**

* Ability to climb stairs and ladders.
* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**