

AUTOMATION/INTEGRATION SUPERVISOR

Public Works | Forced Drainage



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Automation/Integration Supervisor is responsible for overseeing the installation, maintenance, and repair of electrical and automation systems used in Parish's automated pump and control systems.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Tuesday to Friday

Must be willing to work extra hours as needed and shift work may be required.

SHIFT

7 a.m. to 5:30 p.m.

LOCATION

Public Works – North Campus

REPORTS TO

Forced Drainage Superintendent

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Mix of field and shop work, often in varying and sometimes harsh outdoor conditions, including heat, rain, confined spaces, and electrical hazards.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to ensure the reliability and operational efficiency of control systems through daily system monitoring, field inspections, equipment integration, and timely response to alarms and failures.

The Automation/Integration Supervisor must support preventive maintenance efforts, update technical documentation, and coordinate with internal teams and external contractors.

JOB DUTIES

- Oversee the installation, maintenance, and troubleshooting of the electrical and automation systems across multiple field locations within the parish.
- Assemble, integrate, and configure control panels for various engines, motors, and pump stations.
- Conduct system diagnostics, testing, and repairs to resolve operational issues with control panels, telemetry devices, and station components.
- Perform regular inspections of pump stations and telemetry infrastructure to ensure proper functionality and system reliability.
- Monitor telemetry systems daily for alarms, failures, water levels, and radio communications; initiate corrective actions as required.
- Review weather conditions and basin levels to determine and initiate appropriate pump-down procedures.
- Complete and submit daily reports, including pump failure logs and operational summaries, for management review.
- Participate in daily staff meetings to review work assignments and operational updates.
- Collect, document, and update work orders and maintenance history records in coordination with supervisory staff.
- Maintain all assigned tools, vehicles, and equipment in safe and operational condition; complete daily and weekly vehicle checklists.
- Assist in the construction, testing, and installation of new telemetry control panels and related automation hardware.
- Work closely with contractors, vendors, and other departments to support ongoing projects and ensure seamless integration of systems.
- Assist with purchasing and procurement of materials needed for telemetry operations; obtain quotes and evaluate vendor proposals.
- Update technical documentation, including drawings, schematics, and operation manuals; make revisions as needed to reflect field changes.
- Respond to after-hours emergencies and participate in a rotating on-call schedule, including weekends, holidays, and storm events.
- Ensure all work complies with applicable safety policies, procedures, and regulatory standards; attend required monthly and central safety meetings.
- Provide support during generator preventive maintenance (PM) and float/back-up system PM in collaboration with the Hardware Analyst.
- Participate in required annual training, including ethics, sexual harassment prevention, and diversity awareness programs.
- Perform any additional task as required by the Supervisor.

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SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to take initiative and accountability while effectively supervising staff, coordinating field activities, and fostering a collaborative team environment.
- **Time Management:** Ability to prioritize tasks effectively, balancing routine inspections with urgent repairs, and responding quickly to system failures or emergencies.
- **Analytical Skills:** Strong troubleshooting abilities to diagnose complex electrical, mechanical, and automation issues using logic, data, and system indicators.
- **Communication Skills:** Strong written and verbal communication skills to relay technical information to supervisors, contractors, and team members.
- **Organizational Skills:** Detail-oriented in maintaining records, completing checklists, tracking repairs, and managing tools and materials for multiple ongoing projects.
- **Technical Skills:** Strong technical skills are required to read and interpret electrical diagrams, work with electrical systems, PLCs, Telemetry hardware/software, control panels, and test equipment in both installation and repair contexts. Must be familiar with electrical engineering mathematics and specialized software including PLCs, SCADA, and Visio..
- **Qualifications:**
 - High School Diploma or GED Certificate
 - Must have a two-year associate's degree in electronics, electrical technology, industrial automation, or a related field; equivalent combination of education, training, and experience may be considered in lieu of formal education.
 - Three (3) to five (5) years of hands-on experience in electronics and automation is required.

