



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Electrical Services Manager
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### **GENERAL PURPOSE**

Under administrative direction, plans, organizes and directs the construction, installation, maintenance, repair and servicing of the District’s electrical, electronics, process control, telemetry, RF communication networks and related systems, devices, facilities and equipment used in the water distribution, wastewater collection and/or water reclamation facilities; researches and prepares a variety of studies and reports regarding the District’s short and long-term electrical, electronics, telemetry, communications and related systems requirements; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a management classification responsible for planning, organizing, reviewing, and evaluating the construction, installation, maintenance, repair and servicing of all industrial electrical and electronics-related systems and equipment used in the distribution of potable and reclaimed water and the collection, treatment and transmission of wastewater. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include policies and procedures for state of the art sewage, potable and/or recycled water facilities, budget administration and reporting, supervision, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. This classification is assigned to either the Maintenance or Water Reclamation Departments.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the assigned department director. Exercises direct supervision over supervisory, technical, and administrative support staff through subordinate levels of supervision.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Plans, organizes, supervises, trains and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, policies and labor contract provisions; identifies best-of-class work practices among assigned staff and assures uniform adoption of those practices.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Develops recommendations to improve the operation of the District's water distribution and wastewater collection systems and facilities, including automation and process control and develops specifications for electrical equipment; confers with and advises District staff regarding system needs and requirements; coordinates division activities with other divisions, departments and agencies.
- Ensures compliance of unit work to pertinent codes, regulations and guidelines and provides technical assistance and guidelines on SCADA System configurations, Programmable Logic Controllers (PLC) and all field automation to staff; reviews and coordinates, with appropriate personnel, the implementation of local, state, and federal laws and regulations.
- Participates in the analysis of trends such as population and industrial growth and the development of strategies to meet and serve expanding community needs.

- Researches and monitors technical developments in techniques, equipment, supplies and material used in the District's electrical and electronics systems on field equipment and telemetry systems.
- Plans, coordinates, directs and oversees the scheduled and emergency installation, maintenance, repair and servicing of the District's electrical and electronics systems and business RF communication networks.
- Reviews submittals and designs on all new projects for electrical compliance with District standards; develops designs for field automation and process control modifications, prepares cost estimates on electrical installation projects; develops and maintains contracts for electrical construction work done for the District; inspects operations and projects to ensure conformance with electrical standards and specifications.
- Develops and implements strategies and plans to ensure all critical and/or major electrical and electronics systems, equipment and facilities are operable; confers with engineering staff, consultants and contractors regarding the design and construction of new systems, facilities and the renovation of existing facilities.
- Oversees all high-voltage work above 480 volts for safety compliance; develops and proposes safety requirements to be carried out in the division; oversees fire protection, photovoltaic solar arrays, environmental controls, and security systems.
- Plans, designs and administers the District's electrical trade apprenticeship program; assists technicians with difficult troubleshooting problems.
- Ensures staff observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Applies continuous improvement principles in the deployment of department business plans, processes and performance measures, ensuring that they align with District's Strategies and operational plans.
- Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.
- Ensures effectiveness of the business processes undertaken by the department and division.
- Defines customer service segments being served and establishes processes to obtain feedback to improve performance.

- Establishes performance criteria for assigned staff and ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.
- Develops, maintains, and utilizes departmental performance indicators in making decisions.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and technique for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Principles, methods, practices, techniques, tools and equipment common to the electrical and electronics trades related to the operation and maintenance of a large, complex water works system or wastewater treatment facility.
- Administrative principles and methods pertaining to SCADA System Configurations, PLC ladder logic programming, electrical drawing analysis and the National Electrical Codes (NEC).
- Laws and regulations pertaining to the operation of a public water or wastewater system, including state and federal regulations.
- Administrative principles and methods including goal setting, program development and implementation, budget preparation, District personnel rules, policies and labor contract provisions.
- Principles and practices of preventive, predictive and reliability-centered maintenance systems and applications and use of computerized maintenance management systems, PLC ladder logic programming, electrical drawing analysis and National Electrical Codes (NEC).
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, organizational and personal learning, and the Strategic Planning Cycle and the various responsibilities within that cycle.
- The means of developing alignment between strategic goals and individual performance standards.
- Practices of process mapping (control), structured problem solving.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the electrical services program.
- Provide administrative and professional leadership and direction for the Electrical Services Unit.
- Prepare, administer and monitor a division/department budget.
- Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
- Prepare clear and concise records, reports, correspondence and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed, including laws governed by the Federal Aviation Administration and Federal Communications Commission.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

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- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Based Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results; develop and deploy strategic plan elements and key performance measures consistent with District goals.
- Utilize the seven continuous improvement categories and the core values as building blocks for department operations.
- Define and explain key processes and process requirements within the department.
- Develop and monitor performance standards for all divisions within the department and maintain continuous improvement in all areas of operations; make sound decisions based on departmental performance indicators.
- Ensure department goals and objectives are aligned with other departments, branches, and the District as a whole.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Four (4) years of supervisory experience in the construction, installation, maintenance and repair of electrical and/or electronics systems, equipment and facilities.

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade. An Associate degree from an accredited college or university is preferred.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials, a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This primarily a sedentary office classification although standing in work areas, walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard of calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The employee is occasionally exposed to outside weather conditions and wet and/or humid conditions.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>October 2, 2019</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Electrical Services Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_