

JOB DESCRIPTION
Electrical Services Supervisor
Code Number: 46002

GENERAL PURPOSE

Under general direction, plans, assigns, inspects and participates in the work of personnel involved in the design, installation, testing, calibration, modification, maintenance, repair and servicing of industrial electrical and electronic instruments, equipment, devices, controls and machinery used in the production, treatment, storage and transmission of potable and reclaimed water and the collection and transmission of wastewater, including field telemetry communications systems; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents may be assigned to either the Maintenance or Water Reclamation Departments with a focus on state of the art sewage, potable and/or recycled water facilities. The Electrical Services Supervisor provides first-line supervision, technical assistance and training to a staff of entry and journey-level industrial electrical and electronics technicians and related maintenance personnel. Incumbents are responsible for assisting the manager in formulating and developing unit goals and objectives, supervising assigned personnel and directing day-to-day activities. Incumbents may be assigned to either Electrical Services or Water Reclamation.

ESSENTIAL 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 the class.

Participates in the selection and training of personnel engaged in the design, installation, testing, calibration, maintenance and repair of electrical, instrumentation, electronic control and related equipment and machinery, such as above- and below-ground electrical distribution systems, motors, controllers, transformers, exciters, switches, generators and programmable logic controllers.

FLSA DETERMINATION: Meets executive exemption from overtime

Plans, evaluates, and directly supervises the performance of assigned personnel; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action to address performance deficiencies, in accordance with District personnel rules, policy and labor contract provisions.

Provides day-to-day leadership and works with staff to ensure a high performance, customer-oriented work environment that supports achieving the department's and the District's strategic plan, mission, objectives and values.

Participates in the preparation of budget recommendations, authorizes the purchase of materials and monitors work activities and expenditures to control costs; prepares specifications for the purchase of electrical and electronic equipment, devices and supplies.

Plans, provides technical guidance and participates in the development of the District's radio communications, process control, supervisory control and telemetry systems, ladder logic, control and communication databases, application programs and system support scripts.

Performs a variety of difficult and complex tasks in the diagnoses, calibration, installation and troubleshooting of fiber-optic telecommunication system equipment, telemetry-based controllers, PLCs and related systems, equipment and facilities, using sophisticated electronic test and measurement instrumentation.

Utilizing the CMMS program, plans, schedules, assigns, coordinates and supervises the work of personnel engaged in the design, installation, testing, calibration, maintenance and repair of electrical and electronics equipment, devices, controls, machinery and related appurtenances used in the production, treatment, storage, transmission and distribution of potable and reclaimed water and the collection of wastewater.

Maintains ladder logic, databases and graphics master files.

Researches new process control, supervisory control and telecommunication methods, techniques and equipment and recommends their application.

Provides technical assistance and advice to staff and other District sections and departments.

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Provides for the training of staff in work methods, use of tools and equipment, and relevant safety precautions; provides specialized, electrical training for staff in other sections and departments.

Inspects and evaluates work being performed by District staff and contractors; identifies problem areas and directs remedial action.

Interprets and modifies work orders for proper completion of tasks, verifying validity and necessity of requests.

Responds to inquiries and complaints from user departments; attends meetings with other departments and District staff.

Prepares and maintains a variety of records and reports, including time cards, worksheets, accident reports and maintenance requests.

Recommends special work or necessary equipment maintenance; reviews completed work.

Schedules and coordinates activities with other departments and divisions.

Responds to emergency situations as necessary.

Ensures the timely completion of preventive and predictive maintenance programs.

Submits requisitions for necessary tools, equipment and supplies.

Researches new operational methods, techniques and equipment and recommends their application.

Responsible for carrying out the District's safety program; ensures subordinates follow safety practices in work methods and procedures; enforces proper safety procedures while working in dangerous situations; educates employees on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.

Plans and lays out jobs from blueprints, drawings, sketches or verbal instructions; maintains records in the form of blueprints, drawings and specifications for electrical and electronic system circuitry.

Reviews or prepares drawings and specifications for contract work and inspects work performed to determine compliance to standards and equipment.

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Plans and oversees the testing of electrical and electronic equipment and devices on a scheduled basis.

Develops, reviews and updates written maintenance instructions and schedules.

Acts as the unit manager in the manager's absence.

May participate in long-term planning to assess future needs as they relate to electrical and electronic systems, equipment and devices.

Performs related duties as assigned.

CONTINUOUS IMPROVEMENT RELATED DUTIES

Supports and promotes the application of Continuous Improvement principles in the oversight of operations within the business unit.

Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.

Develops and monitors team and individual performance measures, ensuring that they align with District's Strategic and Operational Plans.

Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of employee supervision, including selection, training, work evaluation and discipline; principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards; principles, methods and equipment used in installation, maintenance and repair of electrical and electronics equipment and devices common to a large water works system; practices, methods, techniques, tools and equipment used in the design, development, installation, testing calibration, maintenance and repair of electronic and computer-based process control, supervisory control and telecommunication systems and equipment common to a large public utility, including those used for automated process control; PLC ladder logic programming; electrical power distribution and

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motor/pump control system design; operating characteristics of electronic components, including micro-processor controls; safety practices, safe work methods and safety regulations pertaining to the work; Safe Drinking Water Act and relevant state and federal regulations; computer applications related to the work; codes, ordinances and regulations pertaining to the work; District personnel rules, policies and labor contract provisions; principles and practices of effective supervision.

Ability to:

Analyze, diagnose and modify computer-based hardware and software programs; use spreadsheets and database management systems for field RTU configuration and report generation; design and program ladder logic for wells, boosters, pumping plants and lift stations, including interfaces to central control; use modern, state-of-the-art precision and diagnostic instruments to test, calibrate and repair complex electrical and electronic devices and equipment; plan, organize, estimate, coordinate, assign, review and evaluate the work of others; select, motivate and evaluate staff and provide for their training and development; identify and implement effective courses of action to complete assigned work; read and interpret drawings, specifications and manuals; exercise independent judgment and initiative within established guidelines; coordinate work assignments with other divisions, departments or agencies; establish and maintain effective working relationships with all levels of District management and staff.

Continuous Improvement Based Knowledge and Abilities

Knowledge of:

The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning; familiar with process mapping and structured problem solving; theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs; validate customer requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation; create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

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Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or G.E.D. equivalent; and six years of journey-level water works or similar industrial electrical and/or electronics maintenance and repair experience, including supervisory control and telemetry systems, of which two years included responsibility for leading the work of others; or an equivalent combination of training and experience. College-level or advanced technical training in the electrical or electronics field is highly desirable.

Licenses; Certificates; Special Requirements:

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

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

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; walk or sit; stoop, kneel, crouch or crawl.

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

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials and the public.

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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.

The employee frequently works in extreme outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud. Incumbents are subject to weekend work and 24-hour call out.

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