



## 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 Supervisor
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### **GENERAL PURPOSE**

Under general direction, supervises, 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**

This is the full-supervisory class in the Electrical Services job family that exercises independent judgment on diverse and specialized electrical services functions with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff of entry and journey-level industrial electrical and electronics technicians and related maintenance personnel. Incumbents may be assigned to Electrical Services or Water Reclamation with a focus on state of the art sewage, potable and/or recycled water facilities. 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 are subject to weekend work and 24-hour call out.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Electrical Services Manager. Exercises direct supervision over technical and maintenance staff.

## **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.*

- Participates in the selection, training, supervision and evaluation of assigned staff; participates in the establishment of performance requirements and personal development targets and provides technical assistance and advice to assigned staff.
- 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.
- Assists with 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.
- 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 (PLC); directs staff in the installation and repair of complex electronic communications equipment including radio transmitters and receivers, microwave, data transmission and dispatch equipment.
- Provides technical leadership for the District's electrical and instrumentation design and construction standards and process automation Supervisory Control and Data Acquisition (SCADA) systems; directs staff in the development and maintenance of electrical and instrumentation design and construction standards and specifications, SCADA Human Machine Interface (HMI) design and integration standards, and PLC programming standards.
- 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 diagnosis, 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.

- Researches new process control, supervisory control and telecommunication methods, techniques and equipment and recommends their application; ensures the District's long range electrical, instrumentation, and process automation planning, standards, documentation, change management, and training needs are met.
- Reviews contract drawings for correctness and compliance with the District's Standard Electrical Provisions; 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.
- Acts as Project Manager for large complex planning, design, and/or construction projects relating to the District's communications and electrical infrastructure.
- Responds to inquiries and complaints from user departments and 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; responds to emergency situations as necessary; ensures the timely completion of preventive and predictive maintenance programs; 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.
- 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.
- Ensures staff observes and complies with all District and mandated safety rules, regulations, and protocols.
- 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.

## **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.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- 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.
- Basic electronics theory and electronic communications equipment including: radio transmitters and receivers and microwave and data transmission.
- Principles, practices, terminology and trends in voice and data radio communications.
- PLC ladder logic programming, electrical power distribution and motor/pump control system design, and operating characteristics of electronic components, including micro-processor controls.
- 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, 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:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Assist with the preparation, administration and monitoring of a division/department budget.
- Analyze, diagnose and modify computer-based hardware and software programs, system and equipment malfunctions and implement effective solutions.
- Use spreadsheets and database management systems for field Remote Terminal Unit (RTU) configuration and report generation; read and interpret drawings, specifications and manuals.
- Prepare written reports in the design and hardware specifications for RF communications, specialized electronic equipment and electrical apparatus bid documents.
- 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.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed, including laws governed by the Federal Communications Commission and Federal Aviation Administration.
- 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.
- 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:

- 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.

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:*

- Six (6) years of progressively responsible water works or similar industrial electrical and/or electronics maintenance and repair experience, including supervisory control and telemetry systems, of which two (2) years included responsibility for leading the work of others.

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade; college-level or advanced technical training in the electrical or electronics field is desirable.

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.*

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in work areas and 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.

When assigned to field inspection, must possess mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of duties; to operate a motor vehicle and visit various District sites. Requires frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

#### **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 also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District  
Job Title: Electrical Services Supervisor  
Last Update: October 2019

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 Supervisor. 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:* \_\_\_\_\_