

Job Class Specification

Title:	Manager, Electrical Maintenance
Job Code:	514300
Bargaining Unit(s)/Grade:	MANA Gr 11
FLSA Status:	Exempt
Safety Sensitive:	TBD
Competency Model:	TBD
Career Family:	TBD

Summary

Oversees, plans, and administers the electrical maintenance and repair programs for the Council's wastewater treatment plant facilities. Develops a preventative and planned/deferred maintenance program; through subordinate supervisors, oversees the planning and scheduling of work; supervises the work of electricians, contract administration, and instrument and controls groups; leads continuous improvement initiatives that maximize equipment performance; ensures adequate safety training of personnel; plans and manages the use of outside service contracts; implements the use of technology; and performs other related duties as assigned.

Impact on Service/Operation

This is a single incumbent classification and is not currently part of a position series. Position has an impact on operations, equipment running properly without electrical breakdown and in compliance with all local and state electrical codes; permit regulations and OSHA standards. Properly maintained systems minimize the operational cost and need for costly repairs or replacement of electrical equipment. It also reduces the electrical hazards associated with equipment, reducing the potential for injuries to employees. Errors in performance compromise the quality and capacity of electrical systems capabilities and plant wastewater treatment and pollution prevention and control capabilities.

Essential Responsibilities*

In addition to regular attendance, the following responsibilities are typical of the duties performed by incumbents in this job class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

- Plans the electrical maintenance program overseeing the writing of job specifications and cost estimates for electrical systems and large, multi-building high voltage projects.
- Leads continuous improvement initiatives that will maximize existing equipment performance.
- Directs field inspections to ensure conformity with electrical code and industry standards.
- Develops and maintains safe work practices and enforces strict conformance to safety regulations. Ensures Class A licensed electricians are current on all continuing education credits.
- Develops and prepares project status and performance reports.
- Coordinates and consults with other departments to ensure activities are integrated as appropriate.
- Keeps informed of new technology, trends, and techniques in the maintenance industries.
- Establishes requirements and procedures for outside service contracts.
- Supervisory Responsibilities: Directly supervises 3 supervisors and with accountability for scheduling; training; assigning and directing work; evaluating work performance; and making recommendations on hiring decisions, disciplinary actions and terminations
- Managerial Responsibilities: Organization unit of 20 employees with budget accountability for \$3.6 million. Prepares and manages budget information for the department.
- Other related duties as assigned

Non Essential Responsibilities

- None

Minimum Qualifications

Education	Two year degree or certification in Electrical Construction, Maintenance or a related field.
Experience	Eight (8) years of experience working with electrical distribution systems (high-voltage switchgear, transformers, circuit breakers, motor control centers, generators, etc.), equipment and process controls (including programmable logic controllers), power transmission (AC and DC motors, variable frequency and eddy-current/magnetic drives, etc.), lighting systems, instrumentation, and similar systems and equipment with five (5) or more years of progressively responsible full-time supervisory experience. A combination of education and experience (including supervisory) totaling ten (10) years may be considered on a year for year basis.
License Requirements	Class A Electrical license and Drivers License.

Knowledge, Skills and Abilities Required

Technical	Knowledge of: <ul style="list-style-type: none">• Knowledge of the principles and practices of the electrical trade; knowledge of the national, state and local electrical codes, including NFPA 70E.• Safety principles, practices, requirements involved in all aspects of the electrical work and equipment usage.• Principles and practices of supervision, training, organization, and work scheduling for the effective use of personnel, equipment, and materials.
Computer	Basic knowledge of computer maintenance tracking systems; Microsoft Office.
Language	Level 4. Ability to read, analyze and interpret professional journals, technical procedures and government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of customers.
Math	Level 2. Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent, and to draw and interpret bar graphs.
Human Relations	Level 2. Requires the skill and persuasion in dealings with others both inside and outside of the department. Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation and action. Interactions may involve efforts to persuade and negotiate with other representatives or officials outside of the organization, but does not have the authority to act on behalf of the organization in matters where there are legitimate differences of opinion. Promotes an equitable, positive and respectful work environment that values cultural and diversity among all employees.

Work Environment

Incumbent has occasional exposure to wet humid conditions, working near moving parts or equipment, working in high, precarious places, exposure to fumes or airborne particles; toxic or caustic chemicals, extreme hot or cold and risk of vibration.

Physical Requirements

Incumbent must occasionally stand, walk, sit, reach with hands/arms frequently below chest height and occasionally overhead, must occasionally climb or balance, stoop, kneel, crouch or crawl, lift/carry/push/pull up to 10 pounds, must have adequate close vision for reading and computer work.

* The job responsibilities listed are typical of the positions included in the job classification; however, not all duties are necessarily performed by each specific position.