

Electrician Supervisor



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible for skilled and specialized work -at -journey-man and supervisory levels, primarily in the electrical system maintenance of water and wastewater plants, water and wastewater transmission and collection equipment, facilities, emergency generators, monitoring of telemetry system, diagnosing problems, and making appropriate repairs. -Work is ~~normally-usually~~ performed independently and requires considerable ~~level-of~~ initiative and judgment in determining ~~the~~ necessary methods, procedures, and equipment to efficiently complete the tasks. -Reports to the Plant Operations or Field Operations Superintendent or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Monitors, maintains, repairs, or supervises electrical and electronic equipment used in water and wastewater operations, including but not limited to water and wastewater plants, water storage tanks, wastewater pump/lift stations, telemetry system, motorized electrical units, pump and process control systems, generators, transformers, switches, sensors, valves and related appurtenances.
- Performs skilled labor at journeyman level with general electrical duties.
- Diagnoses problems, and makes appropriate repairs or adjustments to electrical and control system equipment, including computer hardware and software.
- Maintains electrical emergency equipment, including generators.
- Operates equipment such as generators, control equipment, telemetry equipment, personal computers, motors, diagnostic tools, power tools, hand tools, meters, etc.
- Receives, generates, and maintains work orders.
- Trains and supervises subordinates staff, ~~where necessary~~.
- Prepares reports or memos.
- Interacts and communicates with various groups and individuals, such as City employees, sales representatives, engineers, and contractors.
- Performs related supervisory functions including, but not limited to, assisting in preparing ~~the~~ budget, disciplining subordinate employees, writing specifications, ordering parts, monitoring purchases, and attending meetings.
- Attends and completes coursework and training for applicable hardware and software.
- Punctuality and regular attendance are essential functions of this position.

- Participates in mandatory emergency call-out rotation. Must respond to emergencies as required and stay at the workplace for extended periods ~~of time~~.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

~~High school diploma or equivalent~~ ~~Graduation from high school or possession of an acceptable equivalency diploma~~. Must possess at least seven (7) years' of experience in the respective field with five (5) years of supervisory experience, including five (5) years' of experience as a licensed Journeyman Electrician with specific experience in the water and wastewater utilities function; or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. The Director may relax any qualifications requirement based on operational necessity. Must have a valid State of Florida driver's license with good driving record ~~Must have a valid State of Florida driver's license with good driving record.~~

May be required to obtain a Class "B" driver's license within the first 12 months of employment.

Knowledge, Skills, and Abilities:

- Knowledge, proficiency, and skill in the use of standard tools, light power-driven equipment, heavy equipment, generators, transfer switches, and other equipment.
- Knowledge of occupational hazards and safety precautions.
- Basic knowledge of budget, procurement, and personnel manual/policies.
- Ability to plan, organize, and direct the work, including that of contractors.
- Ability to establish and maintain effective working relationships with other employees, sales representatives, engineers, contractors, and the general public.
- Ability to read and interpret data from a variety of various formats such as blueprints or drawings.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another ~~in performance of to perform~~ essential tasks. Involves various other intermittent physical activities that include, but not limited to, climbing, crawling, stooping, kneeling, and bending. Work may involve ~~some~~ lifting, carrying, pushing, and pulling of objects and materials of light to moderate weight (10-50 pounds).

WORKING CONDITIONS

Tasks are performed both inside the plants and outside with regular visits to the treatment plants, storage tanks, lift stations, and job sites with the potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.

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