

Water Authority Position Description

OPS/MAINT SUPV ELECTRICAL

Status	Position Code	Level	Date
APPROVED	SVER	M26	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

MAINTAIN ELECTRICAL SYSTEMS AND COMPONENTS AT DRINKING WATER WELLS, RESERVOIRS, PUMP STATIONS, AND TREATMENT PLANTS, WASTEWATER TREATMENT FACILITIES, WASTEWATER PUMP STATIONS, AND ODOR CONTROL STATIONS. ENSURE COMPLIANCE WITH STATE AND FEDERAL ENVIRONMENTAL REGULATIONS RELATING TO PUBLIC HEALTH AND WELFARE.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE OR A TWO (2) YEAR TECHNICAL CERTIFICATION IN ELECTRONICS, ELECTRICAL ENGINEERING, INSTRUMENTATION OR A RELATED FIELD, PLUS FIVE (5) YEARS OF ELECTRONIC SYSTEMS OR ELECTRICAL INSTALLATION, MAINTENANCE AND REPAIR EXPERIENCE INCLUDING ONE (1) YEAR SUPERVISORY OR TECHNICAL LEAD EXPERIENCE IN AN ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
 POSSESSION OF AN EE-98J JOURNEYMAN ELECTRICIAN'S LICENSE ISSUED BY NM CONSTRUCTION INDUSTRIES DIVISION AT TIME OF HIRE
 FIRST AID CERTIFICATE
 POSSESSION OF A NEW MEXICO WATER OR WASTEWATER SYSTEMS LEVEL 2 OR ABOVE PREFERRED
 POSSESSION OF EL1J PREFERRED
 MUST BE ABLE TO PASS RESPIRATORY CLEARANCE EXAM PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE. MUST BE ABLE TO PASS RESPIRATOR FIT TEST WITHIN 30 DAYS OF HIRE AND ANNUALLY THEREAFTER. MUST SUBMIT TO OZONE MEDICAL EXAM, AS APPROPRIATE TO THE JOB POSITION, PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE.

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF

EXERCISE DIRECT SUPERVISION OVER STAFF

ESSENTIAL FUNCTIONS

1. PLAN, PRIORITIZE, ASSIGN AND SUPERVISE THE WORK OF ELECTRICIANS RESPONSIBLE FOR THE OPERATIONS AND MAINTENANCE OF ELECTRICAL SYSTEMS AT WATER AUTHORITY FACILITIES.
2. ESTABLISH CREW SCHEDULES AND METHODS FOR PROVIDING OPERATIONS AND MAINTENANCE SERVICES. IDENTIFY RESOURCE NEEDS. REVIEW NEEDS WITH APPROPRIATE MANAGEMENT STAFF. ALLOCATE RESOURCES ACCORDINGLY.
3. PARTICIPATE IN THE DEVELOPMENT OF POLICIES, PROCEDURES, GOALS, AND OBJECTIVES. MONITOR WORK ACTIVITIES TO ENSURE COMPLIANCE WITH ESTABLISHED POLICIES, PROCEDURES, GOALS, AND OBJECTIVES. MAKE RECOMMENDATIONS FOR CHANGES AND IMPROVEMENTS TO EXISTING POLICIES, PROCEDURES, GOALS, AND OBJECTIVES.
4. INSPECT AND EVALUATE ELECTRICAL EQUIPMENT FOR ASSIGNED AREA. PARTICIPATE IN PLANNING AND IMPLEMENTING COMPREHENSIVE STAFF TRAINING PROGRAMS. RECOMMEND FUTURE ACTIONS FOR REPAIRS.
5. ESTABLISH SCHEDULES AND METHODS FOR PROVIDING MAINTENANCE SERVICES; IDENTIFY RESOURCE NEEDS; REVIEW NEEDS WITH APPROPRIATE MANAGEMENT STAFF; ALLOCATE RESOURCES ACCORDINGLY.
6. PARTICIPATE IN THE PROCESS SAFETY MANAGEMENT (PSM) PROGRAM TO ENSURE THAT ALL PERSONNEL ARE PREPARED FOR AND ADHERE TO ALL PRECAUTIONS AND SAFE WORK PRACTICES AS DESCRIBED IN THAT PROGRAM. ASSIST IN CONDUCTING WEEKLY SAFETY AND MAINTENANCE TRAINING.
7. DEVELOP, MANAGE, ASSIGN, TRACK, SUPERVISE, REVIEW AND COMPLETE MAXIMO WORK ORDERS. ROUTINELY REVIEW PRODUCTIVITY OF ASSIGNED STAFF AND DISCUSS RESULTS OF REVIEWS WITH MANAGEMENT STAFF USING STANDARD METRICS.
8. ENTER, VALIDATE AND APPROVE EMPLOYEE KRONOS TIMECARD AND PAYROLL DATA.
9. VERIFY THE WORK OF ASSIGNED EMPLOYEES FOR ACCURACY, PROPER WORK METHODS, TECHNIQUES AND COMPLIANCE WITH APPLICABLE STANDARDS AND SPECIFICATIONS INCLUDING THOSE FOR WORKPLACE SAFETY.
10. MANAGE A PREVENTATIVE MAINTENANCE (PM) PROGRAM FOR ELECTRICAL EQUIPMENT AT ASSIGNED FACILITIES. PREPARE PREVENTATIVE MAINTENANCE SCHEDULES FOR ASSIGNED EQUIPMENT.
11. ASSUME RESPONSIBILITY AND ACCOUNTABILITY FOR INVENTORY CONTROL OF TOOLS AND EQUIPMENT.

12. PREPARE BID SPECIFICATIONS FOR THE PURCHASE OF NEEDED ELECTRICAL EQUIPMENT AND SUPPLIES. OBTAIN COST ESTIMATES FROM VENDORS. EVALUATE BID RESULTS AND MAKE RECOMMENDATIONS FOR APPROVAL; ENSURE COMPLIANCE WITH APPLICABLE PROCUREMENT REGULATIONS.

13. REVIEW PROJECT DRAWINGS AND SPECIFICATIONS BEING PREPARED BY PROFESSIONAL ENGINEERING CONSULTANTS UNDER CONTRACT TO THE WATER AUTHORITY. PREPARE REVIEW COMMENTS.

14. PROVIDE COORDINATION ASSISTANCE ON WATER AUTHORITY PROJECTS BEING CONSTRUCTED BY CONTRACTORS. ASSISTANCE MAY INCLUDE RECOMMENDING REHABILITATION/DESIGN MODIFICATIONS TO PROJECTS UNDER CONSTRUCTION INCLUDING COGENERATION, STORM, VACUUM AND LIFT STATIONS. PARTICIPATE IN CONSTRUCTION PROGRESS MEETINGS AS NECESSARY.

15. MAY REQUIRE RESPONDING TO EMERGENCY SITUATIONS.

16. REVIEW METHODS AND MATERIALS NEEDED TO COMPLETE WORK ORDERS.

17. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.

SUPPLEMENTAL FUNCTIONS

1. PREPARE ANALYTICAL AND STATISTICAL REPORTS ON OPERATIONS AND ACTIVITIES.

2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF ASSIGNED SYSTEM
WATER AUTHORITY MAPS AND DRAWINGS FOR WATER AND WASTEWATER FACILITIES
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF PREVENTIVE AND CORRECTIVE
MAINTENANCE AS RELATED TO ASSIGNED FACILITIES
THEORIES OF INSTRUMENTATION
THEORIES OF PRACTICES SUPPORTING THE INSTALLATION, MAINTENANCE AND REPAIR
OF ELECTRICAL CIRCUITS AND EQUIPMENT
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION
PERFORM OPERATIONS AND MAINTENANCE OF ELECTRICAL EQUIPMENT
STANDARD SAFETY PRACTICES AND PROCEDURES INCLUDING PERTINENT FEDERAL AND
STATE CODES AND REGULATIONS REGARDING ELECTRICAL SAFETY INCLUDING NFPA70E
READ, INTERPRET AND PREPARE SCHEMATICS AND WIRING DIAGRAMS
INTERMEDIATE COMPUTER SKILLS INCLUDING KNOWLEDGE OF MS WORD AND EXCEL
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

POSSESSION OF NEW MEXICO E1-1J LICENSE
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF
INTERPRET AND ENFORCE DIVISION AND WATER AUTHORITY POLICIES AND PROCEDURES
COORDINATE VARIOUS OPERATIONS AND MAINTENANCE ACTIVITIES
USE VARIOUS DIAGNOSTIC EQUIPMENT ASSOCIATED WITH ELECTRICAL SYSTEMS
MAINTENANCE
PREPARE CLEAR AND CONCISE REPORTS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK INCLUDING WATER AUTHORITY OFFICIALS AND
THE GENERAL PUBLIC

WORKING CONDITIONS

WATER OR WASTEWATER PLANT AND FIELD ENVIRONMENT; WORK AROUND HEAVY
EQUIPMENT; EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES, GASES; WORK IN
OR WITH WATER OR WASTEWATER IN A SAFE MANNER

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: HEAVY, MODERATE OR LIGHT LIFTING,
STANDING OR WALKING FOR PROLONGED PERIODS OF TIME; OPERATING MOTORIZED
VEHICLES.
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO
THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.