



**Title: SUPERVISOR OF ELECTRICAL MAINTENANCE**

Salary: Band D  
Effective Date: 01/01/13  
FLSA Designation: Exempt

GENERAL DESCRIPTION

Under general direction of the Director of Operations & Maintenance, plans, organizes, directs, controls, and supervises work of staff related to the installation, calibration, inspection, maintenance, and repair of electrical facilities of the District's water distribution and drainage collector systems. This is an unclassified position in which the incumbent serves at the discretion of the General Manager.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as examples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Plans, organizes, assigns, directs, reviews, and supervises the work of assigned staff engaged in inspecting, maintaining, troubleshooting, modifying, repairing, installing, overhauling, and performing diagnostic work on all electrical equipment and components, including synchronous motors up to 7,000 horsepower, generators, motor control centers, contactors, potential and current transformers up to 4,160 volts, large storage battery banks, high voltage switching and switchgear up to 115 KV, manual and combinations starters, control circuits, and pumping, distribution, and drainage facilities.
2. Selects, trains, and evaluates the performance of assigned staff.
3. Prepares the Department's annual budget; reviews expenditures to ensure they remain within prescribed limits; and justifies budget variances.
4. Communicates with staff and is responsible for ensuring compliance with District policies, rules, regulations, and guidelines.
5. Participates in formulating long-range planning goals.
6. Performs high voltage switching up to 115 KV and live man-on-line work applying hot-stick techniques in accordance with Western Area Power Administration regulations.
7. Coordinates jobs with, and requests assistance from, other departments, divisions, and outside services in the repair, design, and maintenance of the electrical and industrial power facilities.
8. Develops and reviews the cost of the Department's work; reviews and studies the effectiveness with which assignments are completed; improves work methods; and maintains work standards.

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9. Inspects locations where work is to be performed and notes special equipment needed and difficulties which may be encountered; makes estimates of time, cost, labor, and material needs; and prepares necessary records.
10. Plans, organizes, and directs a preventive maintenance program for the District's electrical systems and equipment.
11. Initiates and supervises electrical design work, the development of replacement circuitry, and the maintenance of electrical drawings and schematics. Inspects field contract work.
12. Administers District, Federal, State, and County laws, rules, regulations, and standard industrial practices as they apply to field maintenance personnel, contract work, or other logistical matters.
13. Maintains records of progress and activity; maintains equipment history files of the Department; and prepares periodic and special reports.
14. Performs other duties as required.

### **CLASSIFICATION REQUIREMENTS**

**Education and Experience:** Any combination of equivalent education and experience that has led to the acquisition of the knowledge and abilities required by the position. A typical way of acquiring the knowledge and abilities would be:

Completion of two (2) years of college (equivalent to 60 semester units) including electrical and electronic course work **and** five (5) years experience as an Electrician or equivalent. Two (2) years of experience with lead or supervisory responsibilities is desirable.

#### **Knowledge of:**

- National Electrical Code and relevant Electrical Safety Orders of the California Division of Industrial Safety.
- Applicable safety and accident prevention procedures of the California Occupational Safety and Health Act and General Industrial Safety Orders.
- National Electrical Manufacturers Association standards.
- Use and operation of electrical measuring, diagnostic, and testing devices.
- Principles and practices of management, supervision, and budgeting.
- Hazardous waste materials handling and disposal.
- Contract administration.
- The use of a PC.

#### **Ability to:**

- Differentiate colors.

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### **SPECIAL REQUIREMENTS**

Must be authorized by Westlands Water District, U. S. Bureau of Reclamation, and Western Area Power Administration to issue and receive clearances and perform switching at high voltage installations up to 115 KV within twelve (12) months of appointment.

### **WORKING CONDITIONS**

- Heavy lifting up to 90 pounds.
- Work in all kinds of weather.
- Possess physical characteristics to perform the critical and important duties of the job, including the ability to climb stationary ladders up to 100 feet in height, work suspended above ground level (approximately 45 feet) in a bosun chair or aerial lift, and work in confined spaces, such as in excavations (approximately 20 feet below ground level), buried dewatered pipelines and manifolds (ranging in size from 3 feet to 13 feet in diameter), and dewatered sumps and turnout facilities (approximately 30 feet below ground level).
- Respond to emergency calls on a 24-hour basis.

### **STANDARD REQUIREMENTS**

- Possession of a valid Class C California Driver's license with a driving record acceptable to the District's automobile insurance provider is required.