JOB DESCRIPTION

Coachella Valley Water District Date: June 2011

TITLE: Supervisor, Electrical SECTION: Electric Shop

DEPARTMENT: Trades and Support SRN: S-23

REPORTING RELATIONSHIP:

Reports to: Director of Trades and Support

Supervises the following positions: Assistant Supervisor, Crew Chief, Electrician Lead, Electrician IV, Electrician III, Electrician II, Electrician I, A/C Techs and Maintenance Workers

DEFINITION: Under general direction, to organize, supervise and coordinate the design, maintenance, construction and other activities in the electrical field.

ESSENTIAL FUNCTIONS:

1. Performs job site inspections to ensure employees are on task and performing required activities to ensure desired outcomes; monitors employees to ensure adherence to applicable safety rules and regulations.

2. Holds regular safety meetings with work crews. Insures that district safety procedures and policies are adhered to.

3. Prepares annual budget of items needed by building trades and major district projects.

4. Plans, organizes, supervises and directs the work of the electrical maintenance section.

5. Designs new electrical systems using State of the Art equipment, updates older equipment to modern electrical standards.

6. Meets on a periodic basis with District administration and supervisory staff to discuss work assignments, progress and planning.

7. Studies new equipment manuals and designates what spare parts are needed.

8. Arranges procurement of staff for job assignments.


10. Reviews time and work cost records.

11. Inspects time and equipment cards for accuracy and maintains detailed records of man hours expended.

12. Installation and maintenance of all well pumps
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13. Installation and maintenance for all drainage and Irrigation pumps

14. Purchases, installs and maintains generators and their records as related to South Coast Air Quality

15. Installs control systems for all equipment.

16. Prepares material lists and keeps track of material and equipment for jobs in the electrical section, from procurement to final installation.

17. Inspects work in progress and at completion for conformance with plans, specifications, special instruction and for workmanship.

18. Resolves problems within the group, both personnel and job related.

19. Assists the technical group with difficult or complex trouble calls.

20. Conducts prospective employee interviews.

21. Supervises the installation and maintenance of air conditioning systems in District facilities and systems throughout the District.

22. Insures proper records are kept on all electrical and air conditioning systems.

23. Maintains the file on all District facilities and sees that they are kept current.

24. Plans and implements the training for the electrical personnel

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any combination of training, workshops, college level classes, and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be to have five years experience at the journeyman level as a lead electrical position in the Coachella Valley Water District.

Knowledge of:
- Supervisory principles.
- Methods, equipment, and materials used in grounds maintenance.
- Applicable Federal, State, and Local laws, codes, rules, regulations, policies, and procedures.
- Safety practices and procedures.
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Abilities:
- Monitor and evaluate employee performance.
- Prioritize and assign work.
- Use computers and related software applications.
- Read and interpret blueprints.
- Interpret and applying applicable laws, codes, rules, regulations, policies, and procedures.
- Prepare reports.
- Communicate effectively with employees and supervision both verbally and in writing.

Education: High School diploma or equivalent. College level courses in supervision or management preferred.

PHYSICAL REQUIREMENTS:

Driving: Moderate

See Human Resources for physical assessment form.