

JOB DESCRIPTION

Coachella Valley Water District

Date: April 2017

TITLE: Supervisor, Electrical

SECTION: Electric Shop

DEPARTMENT: Facilities & Maintenance

SRN: S-25

REPORTING RELATIONSHIP:

Reports to: Director of Facilities and Maintenance

Supervises the following positions: Assistant Electrical Supervisor, Crew Chief, Electricians I through IV, Air Conditioning Technicians and Pump Maintenance Workers

DEFINITION: Under general direction, to organize, supervise and coordinate the design, maintenance, construction and other activities in the electrical field; to provide training and development of employees, good customer service, and perform related work as required.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Plans, organizes, supervises and directs the work of the electrical maintenance section, including all required training of personnel.
2. Meets on a periodic basis with District administration and supervisory staff to discuss work assignments, progress and planning.
3. Performs job site inspections to monitor production and ensure adherence to applicable safety rules and regulations, including tail gate meetings.
4. Prepares budgets, requisitions, and cost estimates for electrical maintenance and capital improvement projects involving internal electrical construction.
5. Designs new electrical systems using State of the Art equipment, updates older equipment to modern electrical standards.
6. Manage On-Call contract for electrical maintenance of medium voltage equipment.
7. Inspects maintenance work in progress and upon completion to ensure conformance with plans, and specifications; ensure operation and maintenance manuals are obtained for new electrical equipment.
8. Oversees the installation and maintenance of irrigation, drainage, and domestic water pumps, and air conditioning equipment, including Energy Management System.
9. Purchases, installs and maintains generators and ensure electrical maintenance compliance with the South Coast Air Quality District.
10. Prepares material lists and keeps track of material and equipment for jobs in the electrical section, from procurement to final installation.
11. Prepare and conduct employee performance reviews and schedule prospective employee interviews.

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12. Processes purchase requisitions, work orders, and job orders, reviews employee time cards, develops performance metrics and work allocation.
13. Helps to develop Operating Budget for the Electrical Shop, including capital outlay needs; reviews budgets and expense accounts regularly.
14. Attends and provided review and comment in Design Workshops for Capital Improvement Projects.

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.

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. Minimum of eighteen (18) credit units of Supervision/Leadership, Project Management, Construction Management, Water Distribution from a CVWD approved certification program or similarly accredited college or university. Possession of a Bachelor's degree or higher from an accredited college or university satisfies this requirement.

PHYSICAL REQUIREMENTS:

Driving: Moderate

See Human Resources for physical assessment form.