

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2022

POSITION TITLE: **ELECTRICAL SERVICES SUPERVISOR**

GRADE LEVEL: E46

SUPERVISOR TITLE: Director of Operations & Maintenance

FLSA STATUS: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA





DEFINITION

Under direction, to supervise and participate in a variety of electrical and electronic services activities including the installation, repair, and maintenance of telemetry, motor control and other general electrical and electronic systems

CLASS CHARACTERISTICS

This is a full first line supervisory classification with responsibility for organizing and assigning duties, evaluating results, develop electrical department budget, conducting performance appraisals and recommending personnel actions such as hiring, promotions, discipline and termination. Duties may include performing the most difficult and complex tasks assigned to the work unit. Positions at this level typically report to an assigned department head. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Supervise and participate in a wide range of electrical and electronic maintenance services; establish work methods and procedures; assign duties and evaluate results
-  Conduct formal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination.
-  Recommend, implement and ensure compliance with operational policies and procedures
-  Develop and administer the electrical department budget, recommend expenditures for equipment, materials and staffing

- ✎ Provide staff assistance to higher level management staff; investigate and prepare recommendations related to operational and administrative issues
- ✎ Plan and schedule maintenance and construction projects; prepare periodic status reports
- ✎ Provide on-site project supervision, guidance and direction to ensure compliance with District and other regulatory agency safety standards and requirements
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Electrical and electronic theory and practices as applied to water and wastewater utility facilities and operations
- ✎ Operational characteristics of a wide variety of electrical and electronic equipment and materials utilized by water treatment and distribution systems
- ✎ Applicable mechanical and pneumatic systems related to systems and control equipment
- ✎ Basic principles and employee supervision including training and performance evaluations
- ✎ Principles and practices of sound safety management
- ✎ Applicable laws, codes and regulations

Ability to:

- ✎ Supervise and participate in a full range of electrical and electronic system installation and maintenance activities
- ✎ Select, supervise, train and evaluate assigned staff
- ✎ Interpret and apply laws, codes, regulations, policies, and procedures
- ✎ Gain cooperation through discussion and persuasion
- ✎ Ability to install, diagnoses, and repair instrument and control telemetry systems used in the treatment, storage and distribution of portable water
- ✎ Read, comprehend and interpret complex electronic and electrical system schematics
- ✎ Comply with and enforce the District's Safety, Health, and Environmental policies

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Three (3) or more years of increasingly responsible journey level experience in the maintenance and repair of telemetry equipment and other electronic/electrical systems with a minimum of two (2) years supervisory experience/capacity or equivalent (i.e., supervising as duty operator, supervisory training, and/or supervising a project or team)

Training: Equivalent to the completion of the 12th grade supplemented by specialized training in electronic and electrical theory

Licenses/Certificates:

- ✎ D2 Water Distribution Certificate – SWRCB, required
- ✎ T2 Water Treatment Certificate – SWRCB, required
- ✎ Valid California C driver's license, required
- ✎ First Aid Certified









PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operates a District vehicle to travel between job sites and remote facilities
- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs. and heavier weights with the use of proper assistance
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone or radio for communication
- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction.
- ✎ Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures

-  Hazardous materials
-  Electrical hazards
-  Heights
-  Confined spaces
-  Potentially dangerous tools and equipment
-  Traffic hazards
-  Trenching and excavations
-  Wildlife

OTHER REQUIREMENTS

-  The willingness to work nights, weekends, and overtime, as necessary

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date