

ENCINA WASTEWATER AUTHORITY

DATE: May 2018
POSITION TITLE: Lead Electrical Instrumentation Specialist
DEPARTMENT: General Services
REPORTS TO: Systems Manager
FLSA STATUS: Nonexempt

POSITION SUMMARY: Under general supervision, the Lead Mechanic customarily and regularly exercises discretion, independent judgment, and decision-making to schedule preventative and predictive maintenance activities; plan and schedule in-house special projects; administer outside services contracts; supervise staff; serve as a Biosolids Environmental Management System (EMS) team member; and perform other related duties as assigned.

SUPERVISORY DIMENSIONS: Provides technical and training assistance for all electrical and instrumentation activities. In the absence of the Systems Manager, supervises Electrical Instrumentation Specialists as required. Performs additional duties as assigned.

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Exhibit all leadership traits and ethical behaviors required of California local government executives.
- Commit to the achievement of EWA's Mission and Vision, and personally exemplify EWA's Values.
- Plan and schedule preventative and predictive maintenance for systems groups.
- Plan and schedule in-house systems special projects including the installation, overhaul, and repair of plant equipment and modifications to plant facilities.
- For preventative maintenance and special projects, the planning process requires the Lead Electrical Instrumentation Specialist to: confer with Technical Services, Operations, and Safety personnel to determine needs; verify special conditions and required work practices; perform field inspections and investigations; obtain technical information, plans, sketches, and written instructions; define work scope; estimate time, labor, equipment, and material needs; define safety equipment and permits needs; ensure that parts and materials are on hand; review plans with end users; prepare required work orders; and compile and incorporate completed work documentation into the CMMS.

- Assist the Systems Manager with CMMS data entry, task scheduling, and reporting as directed.
- Administer assigned contracts with outside services firms as directed. Administration includes contract preparation, contractor supervision, and inspection of work to verify compliance with contract provisions and standards and invoice review. Assist with annual needs assessment.
- Maintain records, prepare reports, and assist other staff with operating and capital budget preparation.
- Serve as a Biosolids Environmental Management System (EMS) team member.
- Monitor work sites and ensure adherence to safe work practices and procedures; respond to and resolve complex work related or equipment operating problems.
- Provide CMMS assistance to Authority systems staff.
- Plan, organize, control, integrate, and evaluate the work of assigned staff; with staff, develop, implement, and monitor work plans to achieve employee goals and objectives.
- Participate in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve department goals, objectives, and work standards.
- Perform other duties as required.

Specific types of knowledge, skills and physical abilities required for these duties:

- Ability to supervise, train, and develop systems personnel and supervise other Technical Services personnel as required.
- Ability to effectively communicate with contractors and provide feedback on the status of work/projects, and document work progress as required.
- Ability to effectively communicate with EWA staff, provide feedback on the status of work plans and projects, and promote a positive working environment.
- Knowledge of the safe and proper use and operation of various types of hand and power tools, gas and electric cutting and welding equipment, precision measuring devices, test meters, and gauges.
- Knowledge of the safe and proper use of test meters and equipment to troubleshoot and repair various types of motor control, electrical systems, and equipment.
- Knowledge of the Authority's Biosolids Environmental Management System.
- Ability to troubleshoot and repair complex problems with mechanical, electrical, and associated systems.
- Ability to read, interpret, and follow contract drawings, blue prints, and equipment diagrams.
- Ability to withstand exposure to varying weather conditions, work in wet/odorous areas, and work in confined areas, tanks, and structures.

- Ability to withstand strenuous physical activities for extended periods of time to include lifting, bending, carrying, crawling, and climbing.
- Ability to respond to 24-hour call-ins, work varying hours, weekends, holidays, and days off.
- Proficient in computer fundamentals and Microsoft Office applications, i.e. Access, Excel, Word, and Power Point.

EDUCATIONAL REQUIREMENT: Graduation from high school or equivalent.

EXPERIENCE REQUIREMENT: Minimum of four years of recent journeyman level experience in the maintenance, repair, rebuild, and service of mechanical or electrical equipment found in the wastewater industry. Any combination of training, education, or experience that could provide the required levels of knowledge and experience. Supervisory experience and experience in the wastewater field is desired.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

CERTIFICATION REQUIREMENT: Possession of Grade II California Water Environment Association (CWEA) Mechanical Technologist Certification or Electrical/Instrumentation Technologist Certification is desired but not required.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle, feel, or operate objects, tools, or controls; reach and lift with hands or arms. The employee is frequently required to stand, stoop, and kneel for prolonged periods of time.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus. The employee must regularly lift and move up to 50 pounds.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed

work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT: The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas. However, the employee typically works under office conditions, and the noise level is usually quiet.

ADDITIONAL QUALIFICATIONS: Possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak, and comprehend English.

RIGHT TO WORK REQUIREMENT: Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation, physical examination, and drug screen.