JOB POSTING

Coachella Valley Water District

TITLE: Assistant Electrical Supervisor

SECTION: Electrical Shop

DEPARTMENT: Trades and Support

REPORTING RELATIONSHIP:

Reports to: Electrical Supervisor

Supervises the following positions:

DEFINITION: Under general direction, to organize, supervise and coordinate the design, maintenance, construction and other activities in the electrical and mechanical area; and to do related work as required. Assume the duties of the supervisor in the absence of the Electrical Supervisor.

ESSENTIAL FUNCTIONS:

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

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

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

4. Arranges procurement of staff for job assignments.

5. Works with pump companies for repair and inspection of District wells.

6. Reviews time and work cost records.

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

8. Oversees the installation and maintenance of all pumps and motors.

9. Purchases and oversees the installation and maintenance of all generators and maintains their records as related to South Coast Air Quality.

10. Oversees that installation of control systems for all equipment.

11. Prepares material lists and keeps track of material and equipment for jobs in the electrical and mechanical section, from procurement to final installation.
ESSENTIAL FUNCTIONS (Cont.):

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

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

14. Assists the technical group with difficult or complex trouble calls, including after normal working hours, weekends and Holidays.

15. Prepares and conducts employee evaluations.

16. Conducts prospective employee interviews.

17. Enforces District policies and safety regulations.

18. Prepares budgets for special projects.

19. Interact with the local utility companies with new projects and existing sites.

20. Insures proper records are kept on all electrical, mechanical and air conditioning systems.

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

22. Plans and implements the training for the electrical and maintenance personnel.

23. Communicates with other departments and coordinates work with other departments.

24. Ability to understand, review and comment on construction plans and submittals

MINIMUM QUALIFICATIONS:
License or Certificates: Must possess a valid California Operator’s license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Education and 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 electrical journeyman level or as a lead electrical position in the Coachella Valley Water District.

Abilities: -Research and purchasing of materials and equipment.
-Plan, organize, supervise and coordinate the maintenance, installation and construction activities of the electrical and maintenance group.
-Provide and set up training for the assigned personnel.
-Review and insure the accuracy of cost estimates, estimates of material and equipment needs.
-Oversee the accurate preparation and maintenance of records and reports.
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MINIMUM QUALIFICATIONS (Cont.):

Abilities (Cont.):
-Interact with our Engineering Department on new equipment designs.
-Give concise and understandable oral and written instructions.
-Analyze work and operational problems, preparing improved methods of accomplishing assigned activities.
-Insure the proper assignment and use of District equipment.
-Tactfully and courteously deal with the public.
-Work cooperatively with others.

Knowledge of:
-Modern electrical control and systems.
-Principles of computerized control systems.
-Methods, tools, equipment and procedures used in the design, construction, installation, maintenance and repair of District systems and facilities related to both electrical and mechanical.
-Principles or operation of the irrigation, sanitation, domestic systems.
-Principles of gear reduction.
-Hydraulic relationship between wells, booster stations, reservoirs, lift stations and irrigation pumping facilities.
-Principles and practices of reclamation plant, water production and distribution operations as maintained by the District.
-Electrical codes and related ordinance and regulations.
-Principles and practices for the installation, maintenance and repair of pumps.
-Principles and procedures for the installation, maintenance and repair of electrical motors and electrical equipment, such as in gate controllers, transfer switches, lighting, etc.
-Safe working practices including confined spaces.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites including over rough terrain.

2. May work in extreme weather conditions including wind, heat and rain.

3. Uses telephone and two-way radio to communicate.

4. Climbs ladders to a height of 20’ or more.

5. Tolerate the District’s immunization program.

6. Carry and lift up to 50 lbs.

See Human Resources for physical assessment form.
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ONLY QUALIFIED INDIVIDUALS SHOULD APPLY. HUMAN RESOURCES WILL SCREEN ALL APPLICANTS TO DETERMINE QUALIFICATIONS AND ATTENDANCE. ONLY THOSE APPLICANTS WITH GOOD ATTENDANCE WILL BE CONSIDERED OR INTERVIEWED.

The Coachella Valley Water District reserves the right to change or modify the terms, conditions, and salary of this position or to withdraw this position at any time.

OPEN: 

CLOSED: