



# LAKEHAVEN WATER AND SEWER DISTRICT Job Description

<b>POSITION TITLE</b> ELECTRICAL AND CONTROL SYSTEMS MANAGER (LEVEL 17)	
<b>DEPARTMENT:</b> ENGINEERING	<b>SUPERVISOR:</b> ENGINEERING MANAGER OR DESIGNEE
<b>FLSA STATUS:</b> EXEMPT	<b>INCUMBENTS(S):</b>
<b>SII CODE:</b> 5306	<b>REVISION DATE:</b> 2021-09-14
<b>REPRESENTED BY:</b> NON-REPRESENTED	<b>REVIEW DATE:</b> 2022-02-09

## **JOB SUMMARY:**

Responsible for managing the District's Electrical and Control Systems (E/CS) section within the Engineering Department. Responsibilities include coordinating, planning, and directing the District's E/CS staff on a daily basis, and ensuring that all electrical and control systems for water, wastewater and administrative facilities are maintained, repaired or upgraded in accordance with District standards and local/state/federal regulations. Supervises and evaluates the performance of employees within the E/CS section, and acts as a project manager on some capital improvement projects.

Work is generally performed with little or no supervision.

## **ESSENTIAL JOB FUNCTIONS:**

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Works with the Engineering Manager to develop goals, objectives, plans and programs necessary to manage the E/CS section and Engineering assigned functions.
- Works with the General Manager and other department managers to ensure District policies, programs, and improvements projects are carried out effectively and efficiently.
- Assists with the preparation and control of the department's operating and capital budgets; reviews and approves purchasing requests, personnel assignments and organizational changes.
- Coordinates contracted services with independent contractors, consultants, equipment manufacturers and other external private or public entities to develop and maintain the District's E/CS infrastructure.
- Works with the Engineering Manager to direct and establish department operating standards; works with other Managers/Supervisors to ensure District standards are met.
- Meets Department objectives through direct and indirect supervision of staff performing E/CS duties.
- Works with the Engineering Manager or assigned to establish individual goals and standards for the performance of work groups; conducts annual performance reviews and participates in the development of performance improvement plans and recommendations for promotions.
- Works with the Engineering Manager and staff to ensure employee orientation, training and

safety programs are carried out by each section including, but not limited to, facilitation and/or planning of training.

- May interact on behalf of the District with local, state, and federal regulators, public organizations, and citizens, or commissions as necessary or required.
- Establishes and maintains routine reports to ensure accountability and optimal performances for all E/CS functions.
- Attends and makes presentations at Board of Commissioner meetings as required and other meetings throughout the community, as needed.
- Works with the Engineering Manager to ensure that all personnel actions are conducted in accordance with District personnel policies and procedures and that supervisory practices are in accordance with labor agreements.
- Recommends staff training as needed to support section activities.
- Coordinates major maintenance/construction related projects as assigned.
- Reviews and provides recommendations to the Engineering Manager or other Managers on new facility and/or major modifications planned for the District's E/I infrastructure.
- Serves as project manager for assigned capital projects, coordinating design, construction and start-up of new and/or rebuilt facilities.
- Serves as contract administrator for E/CS or employee related services.
- Responsible for maintaining departmental compliance with District safety policies, procedures, and all local, state, and federal regulations.
- Complies will all safety requirements and trains staff in safe work habits.

#### **ADDITIONAL DUTIES AND RESPONSIBILITES:**

- As directed by the General Manager and/or Engineering Manager, responds to inquiries from the press and public, and ensures contacts with other agencies and political bodies are consistent with the District's overall policies and procedures.
- Performs problem solving in conjunction with system operations, maintenance and development.
- May be required to train staff on basic operation of all tools and equipment relative to tasks associated with E/CS work.

#### **EDUCATION AND EXPERIENCE:**

- Requires High School Diploma or equivalent with either a 2-year Technical College Degree in Controls & Instrumentation or completed 4-years from and accredited Electrical Apprenticeship program or a 4-year Bachelor of Science (BS) degree in Electrical Engineering, together with five (5) years of experience in progressively responsible leadership positions OR any combination of experience or education which clearly demonstrates competency.
- A Washington State Journeyman's Certificate of Competency (01) or Masters License or Professional Engineer License in Electrical Engineering is desired but not required. Licensing may be offset by demonstrated experience and knowledge in managing personnel and electrical & controls systems.
- Five (5) year of experience in Instrumentation, PLC Programming, and Electronics or the equivalent in job experience is desirable but not required.
- Five (5) years of experience in process instrumentation controls and their installation, calibration, and maintenance is desirable but not required.
- Over ten (10) years of experience in an industrial electrical and controls systems environment related to the water and/or wastewater industry is desirable but not required.
- Must obtain within one (1) year from initial employment, any required certifications or licenses applicable to the utility; i.e., First Aid Training, Certified Flagging, etc.

## **KNOWLEDGE SKILLS AND ABILITIES:**

- Understanding and working knowledge of management techniques and principals.
- Extensive knowledge of modern methods and techniques as applied to Electrical and Control System maintenance/repair for utility facilities, including water and wastewater.
- Demonstrated ability to plan, implement and evaluate a wide variety of public works and departmental programs.
- Knowledge of organizational, fiscal, personnel, and supervisory practices and principles.
- Advanced analytical skills to assess trends and develop strategies for action.
- Problem-solving skills to resolve problems and enhance operations.
- Must be competent using a basic personal computer and using windows based software to produce spreadsheets and files for maintenance reports.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, contractors, vendors, regulatory agencies and the general public.
- Must be competent with the use of computerized maintenance management software to develop work orders and keep records for assigned maintenance activities.
- Competently reads and understand blueprints, reads and records measurements, interprets and prepares reports, and maintains accurate records.
- Knowledgeable and able to operate Electrical and Control System testing equipment.
- Strong leadership, management, and interpersonal skills and the ability to articulate thoughts and ideas to a variety of audiences with clarity.

## **GENERAL REQUIREMENTS:**

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate excellent written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

## **MANAGERIAL REQUIREMENTS:**

- Oversee and direct the work of subordinates in work unit in accordance with guidelines set by department manager.
- Conduct timely annual Employee Performance Reviews (EPRs) of employees in work unit.
- Plan, organize and/or supervise the work of subordinate employees.
- Delegate responsibilities, as appropriate, to subordinate managers and staff for effective and efficient operation and management of the District.
- Evaluate and/or discipline employees as needed and participate in and recommend hiring and firing of staff.

## **SPECIAL REQUIREMENTS:**

- Must have a valid WA State Driver's license.

## **WORK ENVIRONMENT:**

- Work is generally performed in a plant environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.

- Anticipated to respond in emergency situations.
- Work is generally performed in an office and industrial environment.\*
- Work is generally performed in an environment consisting of loud noises, biological agents, chemical hazards, and odors associated with wastewater treatment plants, water production facilities, and sewer pump stations.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places and in outside weather conditions; occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- Ability to work in or around confined space areas.
- Ability to perform manual tasks involving physical strength and endurance.
- Requires visual and hearing acuity and substantial manual dexterity.
- Ability to withstand exposure to variable weather conditions.

**MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:**

- Equipment utilized includes miscellaneous hand and power operated tools and equipment associated with the installation, maintenance and repair of electrical and control systems for pump stations, water production facilities, and wastewater treatment plants. Vehicles including small and full size pick-up trucks. Other tools include standard office equipment including computers.
- Personal Protective Equipment (PPE's) shall be comprised of all PPE's associated with electrical, chemical, confined spaces, and atmospheric conditions common in the work place. Level of PPE protection will be determined by District and safety guidelines.
- Able to wear and use a respirator (tight fitting negative and positive pressure type).
- Able to wear Arc Flash PPE and utilize meters and instruments typically used by electricians.

**PHYSICAL DEMANDS:**

**N:** Never (not at all)

**O:** Occasional (1-33% of the time)

**F:** Frequent (34%-66% of the time)

**C:** Constant (67%-100% of the time)

STRENGTH:  Sedentary  Light  Medium  Heavy  Very Heavy

	Frequency	Comments	
Sitting	F		
Standing	F		
Walking	F		
Driving	F		
Lifting: 50 lbs.	O		
Carrying: 50 lbs.	O		
Push/Pull: 50 lbs.	O		
Climbing Stairs/Ladders	O		
Working at Heights/Balancing	O		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	O		
Crawling	O		
Reaching	F		
Repetitive Motion	F		
Handling/Grasping	F	>80 % Pinch Grasp	>50 % Whole Hand Grasp
<i>Comments for line above:</i>			
Fine Finger Manipulation	F		
Talking	F		
Hearing	C	100 % Indoors	100 % Outdoors
Seeing	C		
Temperature Extreme	O		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.