

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB198 WPC Electrical Systems Supervisor
POSITION #/TITLE: 0602 Water Pollution Control Electrical Systems Supervisor	Adopted: 07-97 Revised: 11-16

POSITION DESCRIPTION

Dept /Division: Utilities/Water Pollution Control	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 0462/NB203/WPC Maintenance Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Very Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment, PowerPoint, Excel, Word
Personal Protective Equipment: Eye, Hand, Head, Foot, Hearing, Respirator, Protective Clothing, Gas Monitor	

General Statement of Duties

Directs and supervises the installation, operation, maintenance and repair of water pollution process electrical, communication, instrumentation, and HVAC control systems; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of electricians, electronic and instrument technicians.

Examples of Essential Work (Illustrative Only)

Plans, organizes and supervises the installation, maintenance and repair of process instrumentation, computer control systems, electrical and communication equipment and HVAC for the Water Pollution Control plant and related facilities;
Coordinates annual, monthly and weekly work schedules and plans special projects with the Water Pollution Control Maintenance Manager and Maintenance Specialist;
Makes daily work and equipment assignments;
Establishes job priorities and time frames for electricians and electronic and instrumentation technicians;
Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
Reviews employee time sheets for accuracy and submits to Maintenance Manager;
Trains employees on equipment, task procedures, work standards and proper safety procedures;
Installs, repairs, and maintains programmable logic controllers, new and existing process control systems and electrical systems;
Troubleshoots water pollution control plant and facilities electrical systems.;
Performs routine maintenance and emergency electrical repair in plant and outlying lift stations;
Inspects water pollution control facilities noting areas that require attention and incorporates this work into daily or weekly schedules;
Maintains the Medium Voltage Electrical Distribution System in working order;

Maintains and verifies temporary power systems and generators;
Prepares bids and bid specifications and supervises contract employees;
Purchases or orders supplies necessary to complete assigned projects working with shipping and receiving;
Conducts project design and monitors for completeness of specification requirements;
Ensures that tools and equipment are maintained in good condition;
Maintains inventory of necessary parts for completion of projects;
Conducts timely performance reviews and monitors performance and staffing needs;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends meetings, conferences and workshops;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of the programming and repair of programmable logic controllers;
Comprehensive knowledge of medium voltage distribution systems;
Comprehensive knowledge of functions, servicing requirements, and repair of electronic process equipment used in water pollution control plants and facilities;
Comprehensive knowledge of fiber optic systems;
Thorough knowledge of the National Electric Code;
Thorough knowledge of current principles and practices of electrical/electronic process control system installation and repair;
Good knowledge of wastewater treatment plant principles and processes;
Ability to identify and diagnose electrical malfunctions;
Ability to train, assign, motivate, supervise, and evaluate the work of others;
Ability to read and interpret blueprints and plans;
Ability to repair process control systems according to prescribed practices;
Ability to communicate effectively and maintain working relationships with the Water Pollution Control Maintenance Manager, other City employees, supervisory personnel, electrical and maintenance personnel, contractors, subcontractors, and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing electrical and process control terminology and schematics, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from college or university or tech school with an Associate's Degree in Industrial Electrical Maintenance; and
Considerable electronic/electric control installation and maintenance supervisory experience in an industrial plant environment; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Licensed Electrician by the State of Iowa preferred.

Essential Physical Abilities

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;

Sufficient vision, with or without reasonable accommodation, which permits the employee to accurately monitor plant process controls and to produce and review a wide variety of reports and related materials;

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard, to adjust electrical process controls, to transport and to perform maintenance and repair on electrical and electronic equipment, and to produce hand-written materials and notations;

Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect plant locations as required for repair and maintenance, and work in confined spaces.