



## Job Description

**POSITION TITLE (LEVEL):**

ELECTRICAL AND CONTROL SYSTEMS SUPERVISOR (LEVEL 16)

**DEPARTMENT:**

ENGINEERING

**SUPERVISOR:**

ENGINEERING MANAGER OR DESIGNEE

**FLSA STATUS:**

EXEMPT

**LNI CODE:**

5306

**REVISION DATE:**

02/06/2025

**REPRESENTED BY:**

NON-REPRESENTED

**REVIEW DATE:****JOB SUMMARY:**

Responsible for supervising 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 regularly performed under 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.
- Assists with the preparation and control of the department's operating and capital budgets; reviews and approves purchasing requests, personnel assignments.
- 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.
- Works with the Engineering Manager 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.
- Establishes and maintains routine reports to ensure accountability and optimal performances for all E/CS functions.
- 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 and coordinates staff training as needed to support section activities.
- Coordinates maintenance/construction related projects as assigned.
- Reviews and provides recommendations to the Department Manager on new facility and/or major

modifications planned for the District's E/CS 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 with all safety requirements and trains staff in safe work habits.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- 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.
- May attend and make presentations at Board of Commissioner meetings and other meetings, as needed.

**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 an accredited Electrical Apprenticeship program together with five (5) years' 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. Licensing may be offset by demonstrated experience and knowledge in managing personnel and electrical & controls systems.
- Five (5) years of experience in Electrical installation, maintenance, and repair or the equivalent in job experience.
- Five (5) years of experience in process instrumentation controls and their installation, calibration, and maintenance.
- Five (5) years of experience in an industrial electrical and controls systems environment and SCADA development related to the water and/or wastewater industry is preferable.
- 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.
- Good 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 variety of public works and departmental programs.
- Knowledge of supervisory practices and principles.
- 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.
- Good leadership, management, and interpersonal skills and the ability to articulate thoughts and ideas to

a variety of audiences with clarity.

**GENERAL REQUIREMENTS:**

- Demonstrate excellent written and oral communications skills.
- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- 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.

**SPECIAL REQUIREMENTS:**

- Depending on area of assignment, must have valid WA State Driver's License.

**WORK ENVIRONMENT:**

- Work is generally performed in a (an) office and industrial 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 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 workplace. 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:**

<b>Task:</b>	<b>Never</b> 0% 0 hour	<b>Seldom</b> 1-10% 0-1 hour	<b>Occasional</b> 11-33% 1-3 hours	<b>Frequent</b> 34-68% 3-6 hours	<b>Constant</b> 67-100% 6-8 hours
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stand / Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform work from ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work at heights / balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend / Stoop	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squat / Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrist (flexion/extension)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp (forceful)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fine manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operate foot controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibratory tasks; high impact	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibratory tasks; low impact	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
See	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Temperature extreme	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Pushing</b>	<b>Never</b>	<b>Seldom</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Constant</b>
Lift	Weight lbs	Weight lbs	50 lbs	Weight lbs	Weight lbs
Carry	Weight lbs	Weight lbs	50 lbs	Weight lbs	Weight lbs
Push / Pull	Weight lbs	Weight lbs	50 lbs	Weight lbs	Weight lbs

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.