

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Works
Division of Wastewater Facilities
Classified, GRADE 13
40 Hour Week

WWF ELECTRIC/ELECTRONICS FOREMAN

GENERAL STATEMENT OF DUTIES: Performs work planning, directing and coordinating the operations, maintenance, and upgrade of electrical, electronic and communications equipment for the wastewater transmission and treatment facilities as a “working” foreman; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for performing complex electrical and electronic tasks and overseeing the electrical personnel and their activities under the general direction of the Superintendent, Assistant Director, or Director. Supervision is exercised over all electrical staff in coordination with the other foreman positions.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils.

EXAMPLE OF WORK: (Illustrative only)

Schedule, prioritize and assign, the work involved in the maintenance and implementation of electronic and electrical components of the wastewater transmission and treatment systems;
Follow-up on maintenance work to be performed and evaluate staff efficiency;
Develop and improve a comprehensive preventative maintenance program;
Maintain maintenance records for all electrical and electronic equipment;
Investigate electrical/electronic failures and take action to prevent future malfunctions;
Troubleshoot and correct SCADA monitoring system problems;
Prepare monthly Sewer Advisory Board reports on electrical activities;
Review staff time and labor distribution sheets description and accuracy;
Assist in budget preparation process for electronic/communication section;

Provide purchasing staff with sufficient information such as part numbers, descriptions, specifications, etc. to enable accurate procurement and pricing from multiple vendors; Review completed quotation summaries prior to transmittal to vendors.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles, terminology, tools, equipment and preventive maintenance used in electrical, electronic, and communications equipment repair work; thorough knowledge in programming of automated monitoring systems, PLCs, and electrical instrumentation typical of a wastewater transmission and treatment facilities; ability to plan and direct work crews; ability to prepare accurate reports; ability to perform manual work; ability to establish and maintain effective working relationship with coworkers and supervisors; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of standard high school coursework or G.E.D., including or supplemented by certification in PLC programming and advanced technical training in electrical and electronics repair and maintenance; licensed master electrician in State of Delaware with a minimum of five (5) years experience; or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid commercial motor vehicle operator's license (CDL) issued by the State of Delaware which will permit the operation of all County commercial type vehicular equipment. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required. May be required to work weekends, holidays, and late shifts.

Employee Acknowledgement

Eff. 10/01/07

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