

Title: Electronics Supervisor
Department: Public Works
Division/Office: Wastewater Facilities Division



Grade 2122; Hourly position; Category: Classified; Job Code: WEFR; Rev.:07/01/2021

General Description

The purpose of this position is to perform 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” supervisor.

This position works independently, under limited supervision, reporting major activities through regular meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Follows-up on maintenance work to be performed and evaluate staff efficiency.
- Develops and improves a comprehensive preventative maintenance program.
- Maintains maintenance records for all electrical and electronic equipment.
- Investigates electrical/electronic failures and take action to prevent future malfunctions.
- Troubleshoots and corrects SCADA monitoring system problems.
- Prepares monthly Sewer Advisory Board reports on electrical activities.
- Assists in budget preparation process for electronic/communication section.
- Provides purchasing staff with sufficient information such as part numbers, descriptions, specifications, etc. to enable accurate procurement and pricing from multiple vendors.
- Reviews completed quotation summaries prior to transmittal to vendors.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent supplemented by certification in PLC programming and advanced technical training in electrical and electronics repair and maintenance; with a minimum of five (5) years of experience as a master electrician or any combination of education, experience and training.

Additional Requirements:

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

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knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Americans with Disabilities Act Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, 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 deduction; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Special Certifications and License Requirements:

- Must possess and maintain a valid commercial driver license which will permit the operation of all County commercial type vehicular equipment and maintain an acceptable driving history.
- Must possess and retain a Master Electrician license.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement