

## SUPERVISOR OF ELECTRICAL MAINTENANCE

Code No.: 3-14-199

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position responsible for and participation in the installation, maintenance and repair of a wide variety of electrical equipment used in Monroe County Water Treatment Plant Department and related facilities. Work requires regular inspection of various locations within the treatment plant and offsite locations including booster pumping stations, tanks and reservoirs. The employee is required to climb ladders or stairs and enter confined or restricted spaces including subgrade facilities and maneuver or work in tight quarters around machinery. The employee reports directly to and works under the direct but not continuous supervision from the Superintendent of Plant Maintenance. General supervision is exercised over the Electrical Maintenance group. The employee must be available for emergency duty 24 hours per day. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises and participates in the installation, maintenance and repair of motors, starters, switch gear, wiring circuits, transformers, lighting, batteries, auxiliary power units and instrumentation equipment;

Establishes maintenance schedule plans;

Assists in establishment of job priorities;

Keeps appropriate records of equipment maintenance;

Requisitions parts and supplies;

Prepares daily time records for electrical maintenance employees;

Oversees the implementation of safety programs within the work unit and insures that appropriate safety regulations and practices are followed; provides on-the-job safety training;

Assists in planning and design of electrical and instrumentation aspects of proposed new facilities and equipment;

Prepares Annual Employees Evaluation Reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of methods and procedures used to install, operate, maintain and repair electrical components of the facilities such as electric motors, starting equipment, switch gear, wiring transformers, lighting, batteries, auxiliary power units, recorders, meters and other telemetering equipment; good knowledge of methods and procedures used to assure safe working conditions within the assigned activities; good knowledge of electrical equipment maintenance scheduling and record keeping; ability to read and understand moderately

complex electrical schematic drawings and written instructions; ability to exercise leadership, judgment and initiative in meeting unusual situations and emergencies at work site; ability to become thoroughly familiar with pertinent electrical equipment by personal study and in consultation with manufacturer's representatives; integrity; good judgment, initiative; physical condition commensurate with the demands of the position including medical requirements for use of respirator and self-contained breathing apparatus.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from high school or possession of an equivalency diploma plus seven (7) years of paid full-time or its part-time equivalent experience in electrical and instrumentation maintenance; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Electrical Engineering, plus five (5) years paid full-time or its part-time equivalent experience in electrical and instrumentation maintenance; OR,
- (C) An equivalent combination of training and experience as defined by limits of (A) and (B).

**SPECIAL REQUIREMENT:**

Possession of a Valid Class D New York State Driver's License at time of appointment.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** March 19, 1981

**REVISED:** February 25, 1982

**REVISED:** April 15, 1993