

## **ASSISTANT SUPERVISOR OF ELECTRICAL, INSTRUMENTATION AND CONTROL**

Code No.: 4-14-223  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the installation, commissioning, troubleshooting, maintenance and repair of a wide variety of electrical, instrumentation and control system equipment at the Monroe County Water Authority facilities. Duties involve regular inspection of various areas within the water treatment plant and offsite locations including operation centers, booster pumping stations, tanks and reservoirs. Duties also involve ascending/descending ladders/stairs, entering confined or restricted spaces including sub grade facilities, maneuvering or working in tight quarters around machinery, and being available to handle emergencies. The employee reports directly to, and works under the general supervision of the Supervisor of Electrical Maintenance, Maintenance Engineer, or other higher level staff member. Lead supervision is exercised over electrical and instrumentation unit employees. 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.)

Oversees and participates in the installation, maintenance and repair of electrical, instrumentation, and control equipment at various locations;

Assists with the preparation, inspection, and administration of contracts for outside services;

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

Requisitions parts and supplies;

Assists in keeping appropriate equipment maintenance and project records;

Assists in establishing equipment maintenance schedules;

Assists in establishing job priorities.

Oversees the implementation of safety programs within the work unit and ensures that appropriate safety regulations and practices are followed;

Provides on-the-job safety training;

Assists with completing 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, instrumentation, and control components of water production and transmission facilities; good knowledge of methods and procedures used to ensure safe working conditions within an assigned activity; good knowledge of equipment maintenance scheduling and record keeping; mechanical ability; ability to exercise leadership, make decisions and take initiative in unusual situations and emergencies; ability to keep accurate records; ability to read and understand engineering drawings and specifications; ability to coordinate and oversee the work of

others; ability to perform electrical operations; ability to assist in planning and designing the electrical, instrumentation and control aspects of new facilities and equipment; ability to independently gain knowledge of pertinent equipment by personal study and consultations with manufacturers' representatives; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Electrical Engineering or Electrical Technology plus three (3) years paid full-time or its part-time equivalent experience in electrical and instrumentation maintenance; OR
- (B) Five (5) years paid full-time or its part-time equivalent experience as stated in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADOPTED:** April 4, 2013