



## **JOB DESCRIPTION**

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**TITLE:** SCADA/ELECTRICAL MANAGER  
**STATUS:** Non-Union/FLSA Exempt  
**GRADE:** 19

### **JOB SUMMARY:**

Under direction of the Maintenance and Operations Superintendent plans, directs, evaluates, oversees, organizes, manages, supervises and coordinates all activities and operations relating to maintaining and installing SCADA and electrical systems. Coordinates assigned activities with other divisions, outside agencies and the general public; and cooperates with other managers and District staff to manage all SCADA and electrical system projects. This position is subject to 24-hour call out.

### **REPORTING RELATIONSHIPS:**

This position reports to the M&O Superintendent. This position supervises the SCADA Technicians and Maintenance Electricians.

**ESSENTIAL DUTIES** include the following. Performs all other duties as required or assigned.

- Manages and participates in the development of goals, objectives, policies, procedures, guidelines, specifications, and priorities relating to SCADA and electrical system installation and maintenance;
- Supervises, selects, trains, motivates, plans, directs, coordinates, and reviews work plans of assigned staff; assigns work orders, activities, projects, and programs; reviews and evaluates work methods and procedures; identifies and resolves staff problems and corrects deficiencies;
- Conducts field inspections and visits to ensure work of assigned staff is done appropriately and in compliance with District standards, specifications, guidelines, and procedures;
- Cooperates with other management staff in coordinating the organization, staffing and operational activities for the installation, repair and maintenance of various water/sewer related SCADA and electrical apparatus;
- Participates in the development, administration, and implementation of approved bi-annual budget, purchases or recommends the purchase of materials, supplies, and vehicles, and complies with specifications for equipment and contracts;
- Identifies opportunities for process improvement; recommends and implements improvements to new technologies to improve SCADA equipment;
- Oversees the preparation of plans, specifications and cost estimates for assigned projects; participates in the selection of consultants and contractors; negotiates and assists with the preparation of contracts with outside consultants and contractors; reviews plans, specifications and maintenance manuals; provides technical consultation on specific SCADA and electrical issues; maintains and supervises contracts for SCADA and electrical systems
- Schedules, oversees, and implements ongoing preventative maintenance program for SCADA and electrical systems; and
- Ensures legal, code, and permit requirements are adhered to and correct documentation records are kept.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Operations, services, and activities of SCADA and electrical systems used in providing water and wastewater services;
- Methods, rules, and techniques for planning and scheduling maintenance and repair work;
- Modern and complex principles and practices of electrical construction;
- Troubleshooting, maintenance, installation and commissioning of various types of SCADA and electrical equipment;
- Electrical, hydraulic, pneumatic and thermal automated processes;
- Principles of supervision, training and performance evaluation;
- Safety rules, regulations and procedures;
- Public budget development and implementation, purchasing and procurement procedures; and
- Pertinent Federal, State, and local laws, codes, and regulations.

### **Skills in:**

- Planning, organizing, and overseeing assigned work programs, including monitoring work schedules, regulatory requirements and progress reviews, providing guidance, developing goals and objectives, and providing direction to contractors or employees;
- Developing, planning, and implementing a preventative maintenance program;
- Designing and interpreting electrical diagrams and schematics;
- Analyzing problems, identifying solutions, and proposing actions;
- Operating office equipment and tools such as phones, fax machine, copiers, computers, software and databases; and
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years of increasingly responsible experience related to SCADA and electrical system installation and maintenance and two years of higher education in instrumentation and industrial automation, electrical maintenance, or a related field. Experience as a supervisor or lead worker is desired. High School diploma or GED are required.

### **Licensing Requirements:**

Possess and maintain a Valid Washington State Driver's License. State of Washington Nonresidential Maintenance (07), General Electrician (01), or Electrical Administrator certification/license is desired.

### **WORKING CONDITIONS:**

Most work is performed in a typical office environment, may be exposed to fumes, odors, dusts, workspace restrictions, and intense noises when working in the field.

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: fingering, grasping talking, hearing, seeing and repetitive motions.

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

*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.*