



## City of Pittsfield *Job Description*

<b>Position Title:</b>	<b>Utilities Electrical Systems Manager</b>	<b>Grade Level:</b>	<b>06/80</b>
<b>Department:</b>	<b>Department of Public Utilities</b>	<b>Union/Non-Union:</b>	<b>S&amp;P</b>
<b>Reports to:</b>	<b>WWTP Superintendent</b>	<b>Date Prepared:</b>	<b>10/18/18</b>

### **Job purpose**

Under supervision of the WWTP Superintendent, Water/Sewer Superintendent and the Commissioner of Public Utilities, the Utilities Electrical Systems Manager will oversee electric systems operations at the Waste Water Treatment Plant and Water Treatment Plants. Will provide electrical services requiring a high degree of skill in maintenance and care; with specific responsibility for identifying repair and/or replacement needs; including installing, repairing, maintaining, and upgrading electrical systems and equipment; assisting other skilled trades; and supervising contracted electrician support.

### **Duties and responsibilities**

1. Performs plant-wide electronic and electrical maintenance, making operating adjustments as required. Services electronic equipment by checking, testing, and replacing faulty components, circuit modules, printed circuit boards, vacuum tubes, and similar electronic devices.
2. Diagnose/troubleshoot causes of electrical problems or failures for the purpose of identifying equipment and/or systems repair.
3. Analyzes blue prints, schematics, and drawings of electrical systems for the purpose of determining the efficient installation of new or upgraded systems.
4. Orders & issues materials and supplies. Maintains written performance and maintenance records for electronic and electrical equipment.
5. Operates motor vehicles, equipment and power tools. Ensures that tools and materials are available at the job site.
6. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
7. Coordinates contracted electrician services as required for continued plant operations.
8. Performs other duties as assigned.

**Qualifications**

1. High school diploma or equivalent.
2. Valid Massachusetts Class D driver's license.
3. Must possess a Journeyman's Electrician license.
4. Excellent problem-solving skills and electronics based competencies.
5. Strong interpersonal skills in working with a wide diversity of individuals, communicating needs, meeting schedules and deadlines, and adapting to changing priorities.

**Working conditions**

Works under limited supervision using standardized practices and/or methods. Work performance is primarily indoors in operational plant(s). May require some work outdoors, during all seasons and weather conditions; including responding to inclement weather conditions.

**Physical requirements**

Involves occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling. Requires significant fine finger dexterity.

**Direct reports**

None.

<b>Approved:</b>	<i>David Turocy, Commissioner of Public Services/Utilities</i>
<b>Date approved:</b>	November 29, 2018
<b>Reviewed:</b>	November 29, 2018