



# Position Announcement

**Position:** Assistant Maintenance Manager – Electrical/Instrumentation & Controls **Date Officially Opened:** 02/07/2025

**Starting Annual Salary Range:** \$94,341 to \$118,869 (DOQ) (Full Salary Range to \$143,398)

**Direct Supervisor:** Maintenance Manager

**Department:** Operations

**Section:** Maintenance

**Normal Work Hours & Location:** Monday thru Friday 40 hrs. schedule – Lewisville / Aubrey

## **Position Function:**

Supervise the technical services Electrical and Instrumentation & Controls staff (I&C). Perform duties related to inspection, repair, construction, retrofit and otherwise maintain electrical and electronic systems and related equipment for the District's water and wastewater treatment systems and other facilities to ensure all work performed meets safety and electrical codes and regulations.

## **Typical/Essential Duties:**

- 1) Directs the Electrical and Instrumentation Technical Service Groups and coordinates District electrical repair and maintenance activities. Coordinates jobs with the Electrical and Instrumentation & Controls team to ensure that jobs are completed in a timely and cost effective manner. Safely inspects, tests, and maintains electrical and instrumentation control systems for water and wastewater treatment plants, meter vaults, lift stations, pump stations, storage tanks, and related facilities. Duties include inspections, repairs, modifications, maintaining medium-voltage service electrical systems, circuits switchgears, transformers, and related equipment. Cathodic protection data collection & inspection. Direct and assist with equipment troubleshooting and repair. Trains staff in electrical, safety best practices, electrical theory, correct use of tools and using equipment. Ensures safe work practices are being followed at all times.
- 2) Ensure compliance that all electrical standards and requirements are set and maintained, organize and perform preventative maintenance schedules on electrical and electronic systems as needed or required to ensure consistent and reliable operations. Report and track all maintenance activities in the District's CMMS program. Maintains supplies, orders parts, recommends repairs and/or replacement of components.
- 3) Manages and develops staff through appropriate delegation, mentoring, and work supervision; assigns duties, responsibilities, resources, and scope of authority; meets regularly with staff to discuss and resolve workload, technical, and safety issues. Reviews electrician and I&C workload to anticipate technical and management problems and recommends staffing and assignment adjustments; recommends staff for promotion and determines schedule assignments. Encourages a positive attitude, teamwork, communication, and safety for all staff. Serves in a leading capacity in the operations & maintenance department safety program. Performs performance reviews of electrical and I&C staff, scheduling projects, preparing and maintaining budgets, assists in overseeing service contracts, invoice processing, employee purchasing card statements, department fuel receipts, and other administrative needs. Conduct employment interviews and recommend hiring employees. Leads Electrical/Instrumentation & Controls group training program and responsible for scheduling required safety & professional development training.

- 4) Provides expert level electrical design oversight and input on District water and water reclamation system engineering and construction related projects. Coordinates regularly with operations and other departments to help facilitate maintenance and construction activities. Reviews construction plans, submittals, and other documents. Manage and leads operations improvement, maintenance or other special projects when necessary. Monitors facilities and equipment and recommends policies and procedures to improve electrical and I&C functions; reads schematics and blueprints, has the ability to draw control circuits and wiring diagrams related to troubleshooting equipment in the field.
- 5) Oversee general facility/building electrical maintenance, to include repair and maintenance of lighting, battery back-ups, and HVAC systems. Inspects electrical work of others to ensure compliance with National Electrical Code.
- 6) Supports and maintains a positive relationship between UTRWD departments by demonstrating courteous and cooperative behavior when interacting with all District staff; exhibits a positive image on the District's behalf during any correspondence with consultants, vendors and the general public. Coordinates with other departments to meet purchasing, maintenance, budgeting, and HR needs, goals and objectives.
- 7) Performs additional duties as required including assisting with strategic planning, employee development, policy development, and special assignments. May be assigned to serve in a higher-level capacity during periods of management absence or transition periods.

### **Knowledge, Skills and Abilities:**

High School Diploma or GED is required. Ten (10) years of experience specifically related to working in water or wastewater treatment facilities, municipal or industrial electrical and instrumentation systems. A minimum of three (3) years of supervisory experience is required. A Master Electrician License issued by the State of Texas is required at time of application. Must have the ability to read, interpret, analyze and understand electrical diagrams and blueprints of any electrical system, related technical manuals, schematics, construction plans and specifications, District directives and memos. Duties require the ability to plan, organize and direct the work of multiple levels of Electrical, Instrumentation, and Maintenance field employees in support of the District's regional water treatment and water reclamation systems. Assumes higher level responsibilities when called upon to do so during times when the management is absent or unavailable or during times of transition. This, in addition to the ability to perform, electrical maintenance, repair, and installation in addition to associated analytical testing; complete budgeting, accounting, and other reports, maintain compliance and applicable equipment records, reporting, staffing, scheduling, and special projects as assigned. Must have a valid Texas CDL or the ability to obtain within 90-days of hire. Must be able to pass applicable pre-employment Drug Screen, Physical, and Background Checks.

Position is considered "Open until Filled."

**Note: All applicants must complete an employment application and submit it to the District's Human Resources Department. Please visit the District's website at [www.utrwd.com](http://www.utrwd.com) to obtain an application and for instructions on how to apply.**