

ELECTRICAL FOREMAN

South Essex Sewerage District

50 Fort Avenue, Salem, MA

South Essex Sewerage District seeks qualified applicants for the position of Electrical Foreman

Definition

Skilled technical, mechanical and supervisory work overseeing the electrical operating and control systems, equipment and fixtures of the wastewater treatment plant, pumping stations, and other facilities; all other related work as required.

Recommended Minimum Qualifications

Education and Experience

High school graduation and advanced technical training in variable frequency drives and controls, red tag procedures with engineering and electronics courses highly desirable; eight to 12 years electrical experience of which four to six years should be in three-phase, 480-volt or higher, two years in commercial, and three to five years in industrial; or an equivalent combination of education and experience.

Special Requirements

Massachusetts Master Electrician's License

Massachusetts Driver's License.

Knowledge, Ability and Skill

Knowledge. Knowledge of electrical systems and control systems related to wastewater treatment machinery, equipment, and other facilities. Knowledge of how these systems and equipment are maintained and repaired. Knowledge of approved methods, practices, code requirements and safety standards.

Ability. Ability to handle a variety of duties without supervision; ability to plan, organize, and coordinate assigned electrical and control systems maintenance projects; ability to direct the work of others; ability to prepare routine maintenance reports and maintain accurate records; ability to react promptly and efficiently in emergencies; ability to

interpret technical manuals, specifications, wiring diagrams, schematics and codes; ability to use hand and power tools; ability to troubleshoot electrical and control malfunctions.

Skill. Excellent communication skills, both oral and written.

Physical Requirements

Moderate physical effort generally required to perform work, including bending, walking, climbing, reaching, and standing. Frequently required to move (push, pull, lift or carry) objects weighing up to sixty (60) pounds. Sometimes works in confined areas for extended periods of time. Must be able to access all areas of a multi-level facility. Frequently required to operate hand, power, and various tools, such as drills, saws, hydraulic punches and cutters, standard and special electrical tools and equipment, such as voltmeters, ammeters, and synchrosopes requiring manual dexterity. Excellent eyesight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges.

Supervision

Works under the general direction of the Superintendent of Maintenance or Assistant Superintendent of Maintenance.

Performs highly responsible technical, mechanical and supervisory functions, requiring the exercise of independent judgment assigning tasks and setting priorities and in determining the use of proper technical methods.

Supervises three, or more, full-time maintenance department employees.

Job Environment

Most work is performed under shop and field conditions with potential exposure to loud noises, heights, toxic or caustic chemicals, fumes or airborne particles, near moving parts and frequent risk of electrical shock; some work is performed outside with exposure to variable weather conditions.

Has contact with other District staff and some contact with vendors.

Errors in judgment could lead to danger, delay or loss of service, damage to equipment, injury to self and others, and legal ramifications to the District.

Adheres to the District's safety rules, regulations and policies.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is related, or a logical assignment to the position.

Ensures that all electrical operating and control systems, equipment and fixtures are in good working order by determining priorities and assigning and supervising the daily work of the electrician, instrumentation repair technician and the electrical/instrumentation helper. Visits work sites to ensure that assigned work has been completed satisfactorily.

Reviews, assigns, and signs-off on work orders on a daily basis. Periodically confers with the Assistant Superintendent of Operations, Assistant Superintendent of Maintenance and Superintendent of Maintenance to review and expedite outstanding work orders.

Provides support to the electrician and instrumentation repair technician, including hands-on leadership, advice and experience, manufacturer, vendor and supplier information, code requirements, and information about replacement parts and tools.

Prepares labor and materials estimates.

Inspects, repairs and maintains electrical, electrical mechanical, and/or electronic operating and control systems, equipment and fixtures including power, instrumentation, lighting, heating and cooling systems. Inspects and repairs wiring, meters, outlets and panels. Installs new electrical and electronic equipment.

Enters and upgrades maintenance records in the computerized maintenance program.

Performs and coordinates high-voltage switching.

Annual Pay Rate: \$63,321.98 to \$73,588.02

(Starting pay rate commensurate with qualifications and experience)

To obtain the application information and submittal requirements package for this position, contact Anita Runne' at 978-744-4550 ext. 158 , by email at arunne@sesd.com or by visiting our website: <http://www.sesd.com> .

The District has a comprehensive and competitive benefits package EOE