



The Genesee County Drain Commissioner's office, Division of Water and Waste Services, has an immediate opening for an Electrical /Instrumentation Supervisor at the Anthony Ragnone Treatment Facility in Montrose, MI.

The successful candidate will supervise and oversee the work activities of employees engaged in the maintenance and repair of mechanical, electrical and control system equipment and systems in the wastewater treatment plant facilities, performs related technical duties. Responsible for maintaining the facility computer network.

Successful applicants must meet the current minimum qualifications for the position in addition to the following conditions:

MINIMUM QUALIFICATIONS:

- High school diploma plus completion of a skilled trades program or equivalent training.
- Four to six years of related electrical, electronic, computer equipment, SCADA equipment maintenance and repair experience including supervisory responsibilities.
- Supervisory skills necessary to provide guidance, training and review the work of assigned staff.
- Demonstrated ability to read and interpret plans, schematics, process control flow diagrams, and system or network drawings.
- Interpersonal skills necessary to effectively communicate with all levels of staff, customers, contractors, vendors, and others in the exchange of information. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Analytical ability and mechanical aptitude to develop plans of action to address a variety of wastewater treatment facility system problems in a cost-effective and timely manner.
- Computer skills necessary to assist in operation of the Plant Process Control computer system.
- Significant experience and understanding of wastewater treatment practices and techniques.

Licenses/Certifications and Special Requirements

- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy.
- Wastewater Class C license preferred, but not required.
- ISA Certification preferred, but not required.

Go to our website: gcdcwws.com to view a complete job description

Applications are mailed to:

Genesee County Water and Waste Service, G-4610 Beecher Rd, Flint, MI 48532.

Applications can be emailed to: hr@gcdcwws.com.

Applications **must** either accompany or follow resume submission.

Position will be posted until filled.



**GENESEE COUNTY DRAIN COMMISSIONER
DIVISION OF WATER & WASTE SERVICES
JOB DESCRIPTION**

JOB TITLE: Electrical-Instrumentation Supervisor

DEPARTMENT: ARTP and/or District 3 and 7

REPORTS TO: Treatment Plant Superintendent or Manager

JOB SUMMARY:

Supervises and oversees the work activities of employees engaged in the maintenance and repair of mechanical, electrical and control system equipment and systems in the wastewater treatment plant facilities, performs related technical duties. Responsible for maintaining the facility computer network.

PRIMARY DUTIES & RESPONSIBILITIES:

- Analyzes problem situations accurately and develops an effective course of action.
- Supervises and directs the day-to-day activities of assigned staff. Duties include prioritizing and making daily work assignments, training, providing technical assistance and guidance, inspecting work, and participating in evaluation of staff performance and, when necessary, disciplining staff.
- Investigates and resolves treatment plant facility related issues and concerns
- Inspects and troubleshoots electrical equipment identifying problems and formulating effective courses of action.
- Responsible for facility computer network to assure continuous access and communication with the Division network and server.
- Responsible for ordering and purchasing parts and equipment in compliance with purchasing policy and procedure. Anticipates material and equipment needs.
- Analyzes and evaluates maintenance records to establish preventative maintenance schedules and spare part inventories.
- Monitors data collection equipment necessary to manage the electrical power purchasing program and power quality program.
- Provides direct assistance in the solution of unusual or difficult maintenance problems involving analog and computer equipment
- Prepares new or modified equipment operating and maintenance procedures.
- Responds to work-related problems and emergency situations.
- Establishes and maintains effective working relationships with fellow employees, contractors, vendors, and consultants.
- Communicates regularly with other plant managers and supervisors to facilitate coordination of plant operations including changes in processes and recommends improvements in plant operations.

OTHER DUTIES & RESPONSIBILITIES:

- Prepares treatment facility records, documents, analyses and reports.
- Maintains current knowledge of local, state and federal mandates related to code compliance
- Reviews time cards of assigned employees for accuracy, completeness and compliance with established policies and procedures; obtains necessary authorization for overtime hours.
- Performs other duties as assigned.



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- Supervisory skills necessary to provide guidance, training and review the work of assigned staff.
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- Interpersonal skills necessary to effectively communicate with all levels of staff, customers, contractors, vendors, and others in the exchange of information. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Analytical ability and mechanical aptitude to develop plans of action to address a variety of wastewater treatment facility system problems in a cost-effective and timely manner.
- Computer skills necessary to assist in operation of the Plant Process Control computer system.
- Significant experience and understanding of wastewater treatment practices and techniques.

MENTAL & PHYSICAL REQUIREMENTS:

- Mental ability to adapt and respond to multiple priorities and demands and handle pressures related to emergency situations.
- Physical ability to conduct facility inspections.

WORKING ENVIRONMENT:

- Normal wastewater treatment plant environment with exposure to adverse weather, fumes, odors, noise, electrical and chemical hazards, confined work areas, variable temperatures and weather conditions; heights, such as working while standing on a ladder.
- Availability to work various shifts and irregular hours including weekends and holidays is required on an as needed basis.

OTHER REQUIREMENTS:

- Must have a valid Michigan driver’s license and qualify to drive a Division vehicle in compliance with the Division Driver Policy.
- Wastewater Class C license preferred, but not required.
- ISA Certification preferred, but not required.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

2011 Pay	Start	1 Year	2 Years	3 Years	4 Years	5 Years	7 Years
Electrical/Instrumentation Supervisor	\$27.03	\$27.84	\$28.65	\$29.47	\$30.28	\$31.10	\$31.91