

ELECTRONIC MAINTENANCE COORDINATOR

DEFINITION

To plan, organize, coordinate and implement instrumentation, electrical, control, and mechanical capital construction projects within Environmental Utilities; to provide expertise in program elements for the organization; and to perform a variety of professional and technical level tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management staff.

May provide technical and/or functional supervision to plant maintenance personnel as assigned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for instrumentation, electrical, control, and mechanical construction projects; implement policies and procedures.

Participate in the preparation of plans and specifications for capital improvement projects for instrumentation, electrical, control, and mechanical equipment and devices; develop design/construction standards, including research of technological innovations to evaluate and determine appropriate methods and materials for specifications; review development designs for compliance with various federal, state, and local regulations and requirements.

Evaluate operations and activities of assigned responsibilities, including investigation of field problems affecting water and wastewater treatment processes and related distribution and collection facilities; recommend improvements and modifications.

Participate in budget preparation and prepare cost estimates for budget recommendations; submit justifications for various projects' labor and materials and consultant/contractor/vendor costs; administer and manage assigned project budgets, including monitoring and controlling expenditures.

Research, compile and prepare reports and documentation on various assigned projects; analyze overall project management program components and develop, recommend, and implement modifications; maintain records of findings and corrective actions; prepare periodic status reports; review reports related to assigned duties and provide written comments.

Represent the instrumentation, electrical, control and mechanical project coordination function on committees and subcommittees and to various groups, inside and outside the organization.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of engineering construction project management, especially as related to an industrial, continuous process environment.

Instrumentation, electrical, control, and mechanical methods and technology used in the maintenance, operation, and upgrading of utility facilities.

Principles of budget monitoring.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement, direct, and coordinate a variety of capital improvement projects related to instrumentation, electrical, control, and mechanical utility maintenance activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent design and construction standards and department policies and procedures.

Assist in the development and monitoring of an assigned program budget, including administering and managing specific capital construction project budgets.

Develop and recommend policies and procedures related to assigned activities.

Use a personal computer and appropriate programs to enter, maintain, and analyze data, monitor projects, and prepare reports and correspondence.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

May provide technical supervision to assigned office support staff.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in electrical, instrumentation and control, and system mechanics on capital improvement projects.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in civil, mechanical or electrical technology or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

04-15-06

10-25-03