

LEAD ELECTRICAL TECHNICIAN

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direction, leads, oversees, and participates in the work of staff responsible for the maintenance, repair, and installation of electrical equipment up to 12K volts; oversees and performs predictive, preventive, and corrective maintenance on assigned equipment; oversees and assists contractors as necessary; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. Exercises technical and functional direction and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is the fourth of five levels within the electrical maintenance job series. Positions organize and oversee the day-to-day work of staff in assigned areas of responsibility and perform the most complex duties required to ensure that OC San's high-voltage electrical infrastructure, systems, and facilities are maintained in a safe and effective working condition to provide the highest level of safety for the public. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the maintenance and repair of assigned facilities, systems, and appurtenances. Performance of the work requires the use of considerable independence and initiative within established guidelines. This class is distinguished from Maintenance Specialist in that the latter plans corrective, preventative, and predictive maintenance work orders using the Computerized Maintenance Management System (CMMS) and assists in developing maintenance strategies based on preventative and predictive maintenance best practices.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Leads, plans, trains, and reviews the work of staff responsible for the maintenance, repair, and installation of electrical equipment; provides technical direction including assessment of performance for assigned staff; assigns and coordinates work assignments.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Oversees and demonstrates the safe and proper use, care, and operation of electrical maintenance and repair equipment including power tools, cranes, and test equipment.
- Performs preventive, predictive, and corrective maintenance on the more complex electrical, generation, and distribution systems up to 12K volts including lighting systems, sump pumps, controls,

motors, transformers, generators, batteries, cranes, variable frequency drives, air conditioners, and switch gears.

- Designs, integrates, and upgrades new systems and/or integrates the design into existing systems; participates in providing input on engineering projects including assisting with best design practices based on knowledge of OC San's electrical system assets and operating environment.
- Inspects equipment by performing a variety of tests, samples, and readings to determine if equipment is showing any signs of deterioration; checks voltage and amperage; tightens, cleans, and lubricates equipment; locates potential problems and determines and implements appropriate corrective action.
- Isolates power and ground wires; tests and grounds electrical equipment while wearing personal protective equipment (PPE); troubleshoots problems and makes necessary repairs; restores power and checks equipment for proper operation.
- Conducts complex electrical circuit installations for additions or modifications; bends and installs conduit; pulls wire and wiring in circuit as shown on blueprint; tests system for proper installation.
- Directs and participates in the maintenance and repair of heating, ventilation, and air conditioning (HVAC) and electrical equipment at pump stations such as motors, switchgears, substations, and control equipment; drives generator truck, hooks up power, and transfers load at pump stations; connects emergency generator to pump stations to generate power during outages.
- Performs predictive, preventive, and corrective maintenance on uninterruptible power supplies (UPS) and direct current (DC) power system for generator and switchgear controls; makes necessary repairs on electrical distribution equipment, programmable logic controllers (PLCs), and related systems.
- Works on up to 12K volt generators, operates, synchronizes, parallels and transfers plant load.
- Conducts dissolved gas analysis, infrared thermography, ultrasound scans, vibration analysis, and related preventative maintenance analyses on electrical switchgear, power transformers, motor control centers, motors, and generators using condition assessment equipment.
- Troubleshoots and repairs electrical, electronic and microprocessor based electrical control equipment.
- Uses condition monitoring, records new baselines for newly installed equipment, and monitors for future trends; inspects and audits work processes, reviews task procedures, and updates the preventive maintenance program based on the findings.
- Performs audits on OC San equipment in compliance with regulatory and reporting requirements.
- Records data and maintains records of work performed and materials used in accordance with OC San policies and procedures and reporting requirements; updates data in an online maintenance management system for back logs, lockout/tagout, and other equipment information.
- Coordinates work with other departments by gathering parts and materials for assigned jobs and contacting departments involved in the maintenance or repair of equipment; lays out job plans; prepares clear and concise purchase requisition forms for necessary materials, tools, and electrical equipment.
- Oversees and assists contractors including switching electrical power, participating in factory acceptance testing (FAT), or other functions as required by OC San.
- Reads, interprets, follows, maintains, and updates electrical drawings, schematics, and single line drawings; prepares clear and concise purchase requisition forms.
- Performs routine maintenance work in plant or at pump stations including painting, cleaning, and digging.
- Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Operations, services, and activities of an electrical maintenance program.
- Advanced electrical theory and electronic technology principles and practices as applied to electrical circuits and wiring systems.
- Principles, methods, materials, and operational characteristics and proper use of tools used in electrical repair, testing, calibration, and maintenance work.
- Advanced methods and techniques of installing, troubleshooting, maintaining, and repairing electrical systems, equipment, and components including high-voltage systems and diesel engines.
- Operational principles of a wastewater treatment facility.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Mathematical principles and calculations.
- Principles and procedures of record keeping and reporting.
- Safety principles, practices, and procedures of all facilities, equipment, and materials used in the maintenance and repair of equipment.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Inspect the work of assigned staff and maintain established quality control standards.
- Train assigned staff in proper and safe work procedures.
- Independently perform the most complex installation, troubleshooting, diagnosis, and predictive, preventative, and corrective maintenance and repair of electrical systems and components.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Design electrical controls.
- Safely and effectively operate a variety of electrical repair, maintenance, installation, and testing equipment.
- Read, interpret, and understand blueprints, drawings, specifications, plans, schematics, technical manuals, diagrams, and operating and maintenance manuals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Perform complex mathematical calculations necessary for electronic and electrical troubleshooting.
- Maintain records, reports, charts, and files.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. High school diploma or G.E.D., supplemented by specialized training or coursework such as relevant trade school in electrical technology or a related field.
2. Five (5) years of increasingly responsible experience maintaining, repairing, and installing electrical equipment, components, and systems.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.
- Must possess a valid United States Environmental Protection Agency Refrigerant Containment Type IV Universal Technician certification, if assigned.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in and around wastewater treatment plants, pump/lift stations, and related utility systems and facilities; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various OC San sites, projects, and/or meetings.
- Perform moderate to heavy physical work; to lift, carry, push, and pull materials and objects averaging a weight of 51 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Possible entry into confined spaces and the use of confined entry equipment and protective safety equipment.
- Vision to inspect and operate equipment.
- Field work requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity to operate and repair tools and equipment.

ENVIRONMENTAL ELEMENTS

- Field work in and around facilities with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, heights, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- May be required to work extended hours, including nights, weekends, and holidays when necessary.
- Standby and Call Back: Employees in this classification may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.
- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.