



Electrical Manager

Job Description

Reports To: General Manager
Department: Electrical

Classification: Exempt
Pay Range: \$66,684.80 - \$107,286.40 Annually

Position Summary

The Electrical Manager is responsible for overseeing and coordinating electrical activities within the organization, including the installation, modification, and maintenance of plant equipment and systems. This role involves supervising the electrical team, ensuring the safe and efficient operation of electrical machinery, and managing repairs and upgrades to existing systems as needed. The Electrical Manager is accountable for maintaining high standards of safety, performance, and compliance with relevant codes and regulations while optimizing the reliability and functionality of electrical systems throughout the plant.

Essential Duties and Responsibilities

The following duties are representative of the functions performed in this classification. The omission of a duty does not preclude management from assigning additional related duties.

- Maintain and repair pumps, motors, generators, and other electrical equipment.
- Oversee the maintenance and repair of electrical instruments across plants, water wells, reuse stations, and lift stations.
- Manage electrical instrument inventory, including procurement and tracking.
- Maintain comprehensive manuals and documentation for hardware, software, and electrical systems.
- Operate heavy equipment, ensuring proper usage and safety protocols.
- Install, inspect, and test electrical equipment and systems.
- Troubleshoot and resolve electrical and mechanical system issues.
- Perform all other duties as assigned.

Knowledge, Skills, and Abilities

Leadership Skills

- Supervise all personnel within the electrical department, ensuring compliance with safety standards and optimizing team performance.
- Attend monthly Board of Director meetings, providing updates and insights as needed.
- Develop a strong working knowledge of the organization's geography and street locations.
- Exercise sound judgement in decision-making across all responsibilities and tasks.
- Promote a positive, teamwork-oriented environment that encourages collaboration.
- Demonstrate stewardship in managing company assets while prioritizing safety and promoting continuous improvement in safety practices.



Electrical Manager Job Description

- Maintain integrity and reliability by consistently meeting deadlines and fulfilling commitments.
- Observe and document employee performance, providing constructive feedback to ensure accountability and support professional development.

Communication and Interpersonal Skills

- Provide excellent customer service, offering reliable support while fostering positive relationships with clients and co-workers.
- Communicate clearly, both verbally and in writing, to team members and across departments.
- Resolve conflicts constructively, fostering a cooperative and respectful workplace environment.
- Understand and follow both written and oral instructions.

Technical Skills

- Proficient in word processing and spreadsheet applications, as well as the operation of basic office equipment (computers, printers, phones).
- Strong analytical and problem-solving skills, with the ability to troubleshoot and resolve technical issues efficiently.
- Maintain a working knowledge of the operating principles of water meters and motor control circuits.
- Understand and apply local, state, and national electrical codes.
- Operate and maintain hand tools, light, and heavy equipment.
- Read and interpret manuals, blueprints, and schematics.
- Utilize area maps and electronic meter reading devices effectively.
- Perform rapid and accurate mathematical calculations when necessary.

Education and Experience

- High school diploma or GED.
- Electrical certification from a technical school or college.
- Two (2) years of industrial apprenticeship experience.
- Four (4) years of experience as a Journeyman, or a combination of education and experience that meets the desired qualifications.
- Prior experience in a leadership or supervisory role is strongly preferred.

Licenses, Certifications, or Registrations

- Valid Driver's License (must be approved as an insurable driver by the insurance carrier).
- Class "A" Commercial Driver's License or the ability to obtain one within six (6) months.
- Master Electrician License.



Electrical Manager Job Description

Physical Requirements

Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of the job.

- Regularly required to use hands and fingers to operate various office and operational equipment effectively.
- Requires the ability to use close and distant vision, adjust focus, and perceive information at normal spoken word levels.
- Requires the ability to distinguish shades of color.
- Physically demanding tasks may include standing, walking, lifting, pulling, bending, stooping, crouching, reaching, crawling, climbing, and repetitive motions.
- Capable of moderate to heavy lifting, up to 50 pounds at a time.
- Exposure to disagreeable environmental factors, such as outside weather conditions, dampness/humidity, heat and cold, noisy and dusty conditions, odors, heights, and working with moving objects and vehicles.