

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

CLASSIFICATION DESCRIPTION

Classification Title:	HYDROELECTRIC SUPERVISOR		
Bargaining Unit:	03- Supervisors Association		
Class Code: <u>530</u>	Grade: <u>58</u>	EEOC Category: <u>1</u>	Overtime Exempt: <u>Y</u>
Typical Career Progression:	<u>Hydroelectric Supervisor / Hydroelectric Tech. II / Hydroelectric Tech. I</u> <u>Hydroelectric Tech. / /</u> <u>/ /</u>		
Division(s):	<u>Operations / /</u>		
Reports to:	<u>Assistant Operations and Maintenance Manager /</u>		
	<u>/</u>		
	<u>/</u>		

JOB SUMMARY

Supervise a hydroelectric group in the repair and maintenance of high-voltage equipment, mechanical equipment, and control circuits in hydroelectric power plants; and high-voltage equipment in filtration plants, pump plants, and switchyards to ensure reliable and continuous operation of these facilities.

ESSENTIAL FUNCTIONS – *Essential and other important responsibilities and duties may include, but are not limited to the following:*

1. Supervise the activities of a hydroelectric group which include protective relay calibration, start-up and efficiency testing, and other specialized work such as vibration analysis and thermography to ensure reliable operation and maintenance of the hydroelectric power plants, pumping plants, and high-voltage switchyards.
2. Establish and monitor the implementation of goals, deadlines, and schedules related to maintenance of the hydroelectric power plants, pumping plants, and high-voltage switchyards to improve reliability of the equipment. Develop and implement standardized testing and maintenance procedures to achieve high-quality results from the hydroelectric group.
3. Inspect and analyze maintenance procedures to ensure standardization in practice and compliance with safety directives; revise procedures as required to increase efficiency and effectiveness.
4. Coordinate with other group engineers and managers regarding operations, maintenance, installation, and training issues related to hydroelectric power plants and high-voltage equipment in switchyards and filtration and pumping plants to ensure safe and uninterrupted operations.
5. Plan, develop, and monitor applicable budget to ensure the most efficient use of resources, adherence to established guidelines, and accurate and timely reporting, accounting, tracking, and control of budgetary information.

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6. Supervise staff, including selecting employees, assigning work, providing training and development, evaluating performance, and building a motivated, effective team to ensure that organizational goals for diversity, career development, productivity, performance management, and employee involvement are met.
7. Conduct cost studies, reports, and estimates relating to installation, maintenance, and operation of equipment associated with hydroelectric power plants and high-voltage equipment in filtration plants, pump plants, and switchyards.
8. Perform other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

A combination of education and progressively responsible experience in high-voltage electrical testing, millwright, power generation, electrical troubleshooting, machinery, and welding totaling 8 years, 2 years of which must have been at the supervisory level.

LICENSES/CERTIFICATION REQUIRED

Valid driver's license from state of residency equivalent to California Class C

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of (B/basic; J/journey; E/expert):

- Supervisory concepts and techniques (J)
- Budgetary concepts and procedures (B)
- Electrical and mechanical concepts and techniques (E)
- High-voltage testing and maintenance (E)
- Protective relay testing and calibration (E)
- Millwright, machinist, and fabrication shop procedures (E)
- Metallurgy, thermography, and vibration analysis (J)
- Oil analysis (lubrication and insulating) (J)
- Safety procedures relating to hydroelectric work activities (E)
- Emergency response policies and procedures (E)

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Skill and ability to:

- Manage a diverse workforce
- Manage maintenance projects requiring coordination with other groups
- Use and supervise use of specialized equipment, machinery, tools, and appliances which include high-voltage tests, protective relay tests, vibration monitoring equipment, grinders, lathes, and welders
- Prepare a variety of administrative and technical documents and reports
- Read and interpret diagrams and/or construction blueprints
- Conduct problem-solving related to high voltage testing and maintenance
- Climb, crawl, squat, kneel, reach and/or twist body in cramped quarters
- Travel to various and remote sites within Metropolitan's service area

PERFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Budget
- Cost containment
- Availability of power plants to generate power
- Frequency of emergency responses or number of recurring problems
- Safety
- Employee development to meet Metropolitan's near- and mid-term needs
- Selection and retention of workforce to meet diversity objectives

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY

Supervisory scope

- Small work group of up to 10 employees

Project management examples:

- Remove, repair, and replace damaged turbine runner at a hydroelectric power plant requiring a cooperative effort of local forces and the Hydroelectric Group.