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.

- 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.

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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.

4401 Woodbine Rd. Pace, FL 32571 (850) 994 – 5129

Employment Application

Pace Water System is proud to be an Equal Opportunity Employer. Programs, Services & Employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodations for the application or interview.

Position Applied for: _____

How were you referred to us: _____

Full Name: _____

Address: _____

Phone: _____ Email: _____

Date Available to Start: _____ Salary Requirements: _____

If you are under 18 years of age, can you provide a work permit? ☐ Yes ☐ No

If no, please explain: _____

Have you ever worked for this company? ☐ Yes ☐ No If yes, when? _____

Are you legally allowed to work in the United States? ☐ Yes ☐ No

Answering yes to this question does not constitute an automatic rejection for employment

Type of employment desired: ☐ Full Time ☐ Part Time ☐ Temp ☐ Seasonal

Driver's License Number: _____ State: _____

Education History

Name & Location of High School: _____

Did you Graduate? ☐ Yes ☐ No

Name & Location of College: _____

Years Attended? _____ Degrees Completed: _____

Other Subjects Studied: _____

Trade, Business or Correspondence School: _____

Years Attended: _____ Subjects Studied: _____

Did you Graduate? ☐ Yes ☐ No

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Employment Application

Summarize Your Special Skills or Qualifications

_____

_____

_____

_____

_____

Previous Employment (begin with most recent position)

Position(s) Held: _____ Dates of Employment: _____

Company Name: _____ Phone: _____

Address: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____

Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for Reference? ☐ Yes ☐ No

Position(s) Held: _____ Dates of Employment: _____

Company Name: _____ Phone: _____

Address: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____

Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for Reference? ☐ Yes ☐ No

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Employment Application

Position(s) Held: _____ Dates of Employment: _____

Company Name: _____ Phone: _____

Address: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____

Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for Reference? ☐ Yes ☐ No

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize instigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

Signature of Applicant: _____ Date: _____