

Beaver Water District

Job Description

Job Title: Electrical and Instrumentation Supervisor

Exempt: (Y/N): Yes
Date: June 2026

Department: Electrical and Instrumentation
Reports To: Plant Manager

JOB SUMMARY

The Electrical and Instrumentation (E&I) Supervisor is responsible for leading the department in the safe, reliable, and efficient installation, operation, maintenance, repair, and improvement of the District's electrical and instrumentation systems. This position champions safety throughout the department; provides leadership and mentoring to E&I personnel; assists in planning and leads the execution of electrical and instrumentation projects; collaboratively works with management and engineering personnel to develop the electrical and instrumentation budgets; and ensures compliance with applicable regulations, codes, and safety standards.

SUPERVISORY RESPONSIBILITIES

The E&I Supervisor carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include involvement with interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(including but are not limited to the following)*

- Promote and require a strong culture of safety throughout the department.
- Supervise, train, mentor, and evaluate E&I personnel.
- Plan, organize, prioritize, and oversee daily work activities and projects to ensure that they are done efficiently, correctly, and safely.
- Manage the installation, maintenance, troubleshooting, repair, and replacement for electrical and instrumentation systems.
- Oversee electrical and instrumentation infrastructure, including but not limited to: underground and overhead power lines, switching stations, reclosers, air-break switches, current transformers and potential transformers, capacitor banks, lightning arresters, motor control centers, variable frequency drives, standby generators and paralleling switchgear, solar generation facilities, chemical feed systems, process monitoring equipment, flow meters, and related controls.
- Assist in developing and executing preventive and predictive maintenance programs to maximize system reliability.
- Ensure compliance with applicable electrical codes, regulations, industry standards, and District policies.
- Demonstrate the ability to safely operate, maintain, and supervise work on electrical systems up to 13.2kV.
- Develop and manage departmental budgets and resource plans.
- Review and interpret plans, specifications, and electrical drawings.
- Participate in emergency response activities and maintain 24-hour on-call availability as required.

- Support continuous improvement initiatives that enhance operational efficiency, reliability, and safety.
- Provide oversight of electrical and instrumentation construction projects to ensure compliance with District standards and applicable regulations
- Attendance must be punctual, reliable, and complete.
- Must be able to report to and work in all types of weather conditions including seasonal extremes such as ice and snow as required.
- Performs related work as required or as directed by authorized District Management.
- Other Duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The minimum qualifications required to perform the essential duties and responsibilities are listed below. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION:

- High school diploma or general education degree GED required.
- Vocational or technical training in electrical systems, industrial maintenance, construction or a related field preferred.

EXPERIENCE:

- Minimum of ten (10) years of progressively responsible experience in industrial, utility, or commercial electrical operations.
- Minimum of three (3) years of supervisory or team leadership experience is preferred.
- Minimum of five (5) years of experience in the water and/or wastewater field is preferred.

OTHER REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective leadership, communication, and interpersonal skills.
- Strong knowledge of electrical power distribution, instrumentation, controls, and troubleshooting techniques.
- Ability to plan work, manage priorities, and exercise sound independent judgement.
- Proficiency in reading and interpreting electrical drawings, plans, and technical documents.
- Ability to develop standard operating procedures and train others.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Journeyman Electrician License required.
- Master Electrician License preferred.
- Must obtain and maintain Arkansas Grade IV Water Treatment and Grade IV Distribution licenses within three (3) years from date of hire.
- Must successfully pass pre-employment drug screening and background check investigation.
- Valid Driver's License and automobile insurance.

PHYSICAL DEMANDS

The physical demands described in the attachment to this job description entitled “Physical Demands of the E&I Supervisor Essential Job Functions” are those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

MENTAL DEMANDS

Must be able to manage tasks and priorities, and complete job duties proficiently while adapting to changing demands and priorities. This position is one in which a lapse of attention could result in injury, illness, or death. For the safety of the employee and others, the employee must be able to work in a constant state of alertness and concentrate for long periods of time while operating, maintaining, and monitoring heavy equipment and machinery, and while working with and around hazardous materials, at heights, and in confined spaces.

SAFETY SENSITIVE

This position is designated as a safety sensitive position because it includes as part of the job duties the operating, maintaining, and monitoring of heavy equipment and machinery, working with and around hazardous materials, at heights, and in confined spaces. This position requires the employee to perform critical functions associated with the water treatment, electrical systems, heavy equipment, hazardous materials, and protection of public drinking water infrastructure. Errors in judgment or performance may result in injury, environmental impacts, regulatory violations, service interruptions, or risks to public health and safety. Employees must maintain the ability to safely perform all essential job functions and comply with all District safety programs and testing requirements.

WORK ENVIRONMENT

This position works in both office and field environments and may be exposed to outdoor weather conditions, electrical hazard, moving mechanical equipment, confined spaces, heights, chemicals, and other industrial conditions. Appropriate personal protective equipment is required. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities. The E&I Supervisor occasionally works in high, precarious places, near moving mechanical parts, and is at risk of electrical shock. The E&I Supervisor is exposed to fumes and airborne particles and toxic or caustic chemicals and is required to wear personal protective equipment where appropriate. The noise level in the work environment is occasionally loud in a field setting and moderate in an office environment.

Job Description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee. They may change, or new ones may be assigned at any time with or without notice.

Salary Range:

Minimum: \$80,542

Midpoint: \$111,864

Maximum: \$143,186

