



MANAGER, ELECTRICAL MAINTENANCE

Department: Aviation
Unit: 2040
Level: 8, Exempt/OT Eligible

Supervisor's Title: Manager, Technical
Services

ESSENTIAL TASKS OF THE JOB:

Supervises the operations of the Electrical Department.

1. Manages daily operations, provides direction, delegates assignments to assist supervisors and foreman in scheduling.
2. Controls and coordinates workers engaged in electrical installation and repairs.
3. Recommends appropriate actions to resolve issues.
4. Conducts performance evaluations.
5. Prepares and submits reports on the status of electrical systems.
6. Coordinates, develops, and implements training and support high voltage, medium voltage and computer-based systems as part of the electrical distribution.
7. Reviews electrical distribution drawing for accuracy and updates as needed.
8. Ensures employee licenses in the department are kept current and valid.

Supervises outside contractors servicing Massport properties.

1. Prepares bid specifications based on manufacturing recommendations to repair, replace, or upgrade electrical systems.
2. Monitors work progress and checks against specifications.
3. Submits punch lists on outside contractors' work.
4. Resolves issues arising regarding contractors' work.
5. Evaluates and reports on contractors' performance.
6. Ensures compliance with FAA specifications and Building codes relative to airfield lighting and electrical installations.
7. Liaison between independent electrical provider and Massport on high voltage distribution and other power issues.

Implements preventative maintenance and operating procedures and inspects equipment for conformance to standards.

1. Provides continuous surveillance of Building and airfield electrical components.
2. Tests major electrical distribution equipment on a routine basis.
3. Oversees the monitoring of building automation remote systems and ensures components are calibrated as needed.
4. Responds to equipment failures, diagnoses problems, and oversees corrective action.
5. Provides technical instructions in the operation and safety of electrical switch gear and substations.
6. Reviews various documents including but not limited to job briefings, switching orders, lock/tag out and substation logs for accuracy and compliance.

Manages Electrical Department Budget.

1. Prepares requisition forms.
2. Develops scope of work for service agreements.
3. Maintains files regarding parts inventory.
4. Prepares decision packages identifying increase in service and manpower needs.

Develops capital improvement project lists for the electrical distribution network for Aviation Facilities.

1. Conducts survey of equipment, estimates use of equipment and determines replacement needs.
2. Makes recommendations on equipment upgrades or replacement on an annual basis.

Provides technical assistance and reviews proposed projects that impact Massport electrical systems.

1. Acts as liaison between Massport and Capital Programs and consultants on project reviews and construction plans.
2. Coordinates and implements Massport energy conservation efforts working with the Utility Control Manager.

Reviews Tenant Alteration Applications.

1. Reviews plans for conformance to Massport standards.
2. Makes recommendations for approval or rejection of submitted plans.

Monitors Integrated Monitoring Protection, Control and Communication System.

1. Acts as liaison between consultants and Massport in the implementation of Easton Computer Monitoring System.
2. Monitors the distribution, consumption, and performance of all Massport electrical systems.
3. Takes appropriate steps to correct redistribution and/or maximize electrical system performance.

Responds to emergency situations according to airport procedures and airport emergency codes, acts as member of a first response team.

SECONDARY TASKS:

Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Education

Bachelor's Degree in Electrical Engineering or equivalent professional work

experience required. Prior experience managing a large physical plant preferred.

Experience

7-10 years prior electrical experience required. Prior experience in testing, construction, and maintenance of electrical circuitry of at least 1500 volts required. A minimum of 5 years prior supervisory experience required.

UNIQUE EXPERTISE/CERTIFICATIONS/REQUIREMENTS

1. Massachusetts Master Electrical License required.
2. Current and valid drivers' license required.
3. Working knowledge of high voltage electrical distribution at a large physical plant.
4. Working knowledge of computers, word processing, spreadsheet and database applications.
5. Ability to pass Massport security clearance and obtain a Massport Security Badge.
6. Ability to pass airfield driving test and obtain an Aerodrome Ramp, Apron, and Airfield License.
7. Ability to pass a Massport controlled substance test and background security check.

WORKING CONDITIONS:

Environmental Parameters: Ability to work in an office and travel to all Massport facilities. Ability to work in an airport environment with conditions which may include: fumes, odors, gases, chemicals, and dust as well as decibels in the range of 65 – 100; and in all weather conditions (hot, cold, humid, dry, and wet). Ability to work in conditions which may include: a proximity to moving mechanical parts, electrical shock, working on scaffolding and high places, underground tunnels, small crawl spaces, exposure to wires, and chemical agents. Ability to work in or on all Massport vehicles and water vehicles.

Physical Demands:

Strength: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently to move objects.

Type: Stooping, kneeling, crouching and/or crawling. Reaching, handling, fingering, and/or feeling. Good hearing to monitor radio equipment. Clarity of vision beyond 20 feet. Ability to discriminate colors for equipment and airfield lights.

WORK SCHEDULE: 40-hour work week, normal shift 7:00 AM – 3:30 PM with the

ability to work any shift. Ability to be on call 24 hours a day, seven days a week. Must be able to work weekends, holidays and overtime in emergency conditions as assigned.

EQUIPMENT USED: 2-way radio, calculator, construction and electrical blueprints, Bucket truck, MPA vehicles, electrical monitoring/testing equipment, high voltage gloves, hard hat, computer, meter, pager, and other MPA equipment.