



PERSONNEL COMMISSION

Class Code: 0162
Salary Range: 38 (S1)

ELECTRICIAN SUPERVISOR

JOB SUMMARY

Under general supervision, to organize and supervise assigned crews and individual personnel engaged in the repair, alteration, construction, installation and maintenance of electrical systems and equipment; and to perform related duties as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.

- Plan, organize, supervise, and inspect the work of assigned personnel engaged in general electrical work such as light and power circuits, conduit and duct systems, motor appliances, generators, control systems, switches, switchboards, fans, bells, intercom and buzzer systems, clocks, and fire alarms. **E**
- Assign, train and instruct personnel in the proper performance of duties, safe and efficient work methods and practices, and appropriate care and usage of equipment used in the electrical trade. **E**
- Plan preventive maintenance or repair work or programs. **E**
- Prepare reports on work needed to be done. **"E"**
- Place orders for materials, parts, tools, and equipment used in work. **E**
- Keep records of job costs. **E**
- Schedule and coordinate use, maintenance, and repair on service equipment. **E**
- Supervise all phases of electrical work to ensure health and safety precautions are observed. **E**
- Coordinate contract work to ensure it is performed in compliance with specifications and meets appropriate quality standards; schedule and assign personnel to inspect contractor provided services. **E**
- Confer with contractors, site administrators, and facility planning and maintenance personnel to provide technical information and advice, coordinate installation and maintenance activities and resolve concerns and problems on work orders, scheduling projects and work standards. **E**
- Estimate cost of project materials and labor; prepare and submit requisitions and monitor invoices; prepare job performance specifications for contract work and monitor job progress and expenditures compared to budgeted amount for project. **E**

- Set up historical files for maintenance of systems and equipment. *E*
- Read, interpret, and work from plans, blueprints, sketches, drawings, and specifications. *E*
- Evaluate the performance of assigned personnel and prepare required evaluation reports. *E*
- Adjust employee grievances. *E*
- Drive a District vehicle. *E*
- May do the work of a journey-level electrician.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Electrician Supervisor assigns crews or individuals to various District sites to perform repair, maintenance and installation work to electrical systems and equipment. The scope of the assignments covers a variety of work such as the repair of wiring, installing conduit, trouble shooting master clock and lighting systems and testing circuits for shorts, grounds and proper insulation. An incumbent typically will supervise journey-level electricians and other assigned maintenance personnel and will determine that the work performed conforms to required work and safety standards. An incumbent in this class may be assigned duties exclusively as a planner/estimator, in which case supervisory work over crews or individuals would probably not be done on a regular basis.

EMPLOYMENT STANDARDS

Knowledge of:

General principles of supervision and training.

Theory and fundamentals of electricity.

Design, construction, installation, and maintenance of electrical systems, apparatus and equipment.

Principles, practices, tools, equipment, and materials used in performing a wide variety of electrical repair, installation, construction, and maintenance work.

Applicable city, county, state, and federal building codes and regulations.

Appropriate safety precautions and procedures including hazards involved and safety precautions in working on energized lines and equipment.

National Electrical Code.

Mathematics applicable to the electrical trade.

Current commercial sources and costs of electrical materials, supplies and devices.

Computer software applications.

Ability to:

Plan, organize, supervise and evaluate the work of others.
Estimate costs of repairs, installation and construction work, and labor requirements.
Prepare sketches, diagrams and drawings.
Maintain records.
Schedule work and utilize assigned personnel effectively.
Read, interpret and work from plans and blueprints, sketches, drawings, and specifications.
Keep abreast of new developments in field and apply to tasks and projects.
Operate a vehicle observing legal and defensive driving practices.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

Training:

Equivalent to graduation from high school.
Completion of a recognized electrician apprentice training program is required.

Experience:

At least one year in a lead or supervisory capacity over journey-level electrical trade personnel performing general construction, repair and maintenance of school or similar public facilities, buildings, or properties.

OR

Four years as a journey-level electrician preferably including some lead or supervisory capacity.

Any other combination of training and/or experience, which could likely provide the required knowledge and abilities, may be considered.

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

WORKING ENVIRONMENT

Outdoors in inclement weather; working indoors and in shop environment; driving from site to site; work in tight spaces and exposure to dust, fumes and strong odors; exposure to electrical power supply and high voltage; subject to emergency call out.

PHYSICAL DEMANDS

Climbing and descending scaffolding and ladders; walking and standing for extended periods of time; kneeling; bending at the waist; crouching; reaching overhead; lifting objects weighing up to 60 pounds; crawling in attics, under floors and in tight spaces; dexterity of fingers and hands to operate specialized equipment and personal computer; hearing and speaking to exchange information.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.