CLASS SPECIFICATION
Electrical Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, assigns, supervises, documents and reviews the work of journey-level electrical personnel engaged in the installation, maintenance, repair and servicing of electrical, electronic, and electro-mechanical systems; oversees and coordinates traffic signal and street light construction and electrical capital improvement projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class provides first-line supervision, technical assistance and training to a staff of journey-level electrical personnel. Incumbents are responsible for formulating and developing unit goals and objectives, supervising assigned personnel and directing day-to-day activities of the work unit. Work and results are reviewed through inspection and analysis of records, reports and completed work orders, and equipment and system performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions, subject to director and City management concurrence.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service

expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Schedules, coordinates and supervises the work of technical personnel engaged in the design, installation, testing, calibration, maintenance and repair of electrical, electronic and electro-mechanical equipment, devices, controls, machinery and related appurtenances such as above- and below-ground electrical distribution systems, motors, controllers, transformers, switches, and generators; supervises skilled and semi-skilled personnel assigned to section activities.

5. Trains and ensures subordinates follow safety practices in work methods and procedures, including work performed on high-voltage (up to 2,300 volts) electrical systems, equipment and devices; educates employees on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.

6. For assigned electrical capital improvement projects, plans and oversees aspects of electrical construction associated with safety projects, street lighting and traffic signal projects; coordinates and reviews design efforts with state and local jurisdictions, other bureaus and internal and external stakeholders; works closely and directly with design engineering on new signal and street lighting projects to ensure proper and safe placement of equipment, and to ensure maintainability.

7. Evaluates work performed by City staff and contractors; identifies problem areas and directs remedial action; inspects electrical, electronic, and electro-mechanical systems for hazardous conditions, initiates corrective action and documents inspections.

8. Prepares requests for proposals for outside electrical services; may oversee or assist with the consultant selection process and contract negotiation; plans, schedules, and inspects the work of consultant teams; coordinates work with the City's construction inspector, project engineer and the contractor during construction.

9. Continually assesses and evaluates electrical, electronic, and electro-mechanical systems in area of responsibility; plans preventive maintenance programs and ensures their effective implementation.

10. Analyzes records and reports to recommend changes in equipment, methods and materials used; plans and oversees the testing of electrical and electronic equipment and devices on a scheduled basis; develops, reviews and updates written maintenance instructions and schedules.

11. Provides guidance on the preparation of specifications for the purchase of electrical and electronic control equipment and devices; reviews equipment and devices for conformance with specifications.

12. Consults with utility representatives regarding layout of new or modified installations; marks layout of street cuts and excavations for installations such as utility control systems, street lighting and traffic signal systems, or other electrical systems for the provision of City services.

13. Consults with City staff, contractors, utilities and others regarding activities that affect installation of electrical or electro-mechanical equipment; works directly with other bureaus to complete and maintain projects which require the use of shared equipment; conducts field inspections of work in progress and completed projects to ensure systems are in proper operating condition.

14. Keeps abreast of technical trends and advances in the field and researches and recommends the use of new equipment, devices and systems. Researches new operational methods, techniques and equipment and recommends their application.

15. Responds to emergency situations as necessary.

16. Plans and lays out jobs from blueprints, drawings, sketches or verbal instructions; maintains records in the form of blueprints, drawings and specifications for electrical and electronic circuitry.

17. Prepares and maintains a variety of records and reports, including time cards, worksheets, accident reports, maintenance requests, etc.

18. Responds to inquiries and complaints from users.

19. Requisitions necessary tools, equipment and supplies.

20. Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of employee supervision, including selection, training, work evaluation and discipline.

2. Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards.

3. Principles, methods and equipment used in the installation, maintenance and repair of electrical and electronics equipment and devices.

4. Federal, state and local laws, codes and regulations regarding electrical public works construction.

5. Safety practices, safe work methods and safety regulations pertaining to the work.

6. Relevant state and federal regulations.

7. Computer software applications related to the work.
8. Codes, ordinances and regulations pertaining to the work.
9. Electrical power distribution and system design.

Ability to:

1. Plan, organize, estimate, coordinate, assign, review and evaluate the work of others.
2. Select, motivate and evaluate staff and provide for their training and development.
3. Identify and implement effective courses of action to complete assigned work.
4. Read and interpret drawings, specifications and manuals.
5. Evaluate alternative project approaches and adopt effective solutions.
6. Exercise independent judgment and initiative within established guidelines.
7. Establish and maintain effective working relationships with those encountered in the course of the work.
8. Coordinate work assignments with other divisions, bureaus or agencies.
9. Use spreadsheets and database management systems for reporting.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or G.E.D. equivalent; and six years of journey-level industrial electrical, instrumentation and/or electronics maintenance and repair experience, of which two years included responsibility for leading the work of others; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

An Electrician License issued by the State of Oregon. Some positions may require an Electrical Supervisors License.

Some positions may require additional endorsement or certification.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:
Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):
1455 ELECTRICAL SUPERVISOR. Adopted: ; Revised: 11-15-88; 01-13-89; 10-27-89; 07-01-92

Revised: 11-14-03
June 2009 - Change Job Class number from 7562 to 30000634, due to system change.

Revised: 6-16-14 – Added electrical capital projects, contracts, and contractors oversight duties.