

ELECTRICIÁN SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and participates in the installation, alteration, maintenance and repair of electrical systems, appliances and devices.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises and participates in the installation, alteration, maintenance and repair of electrical systems, appliances and devices.

Establishes work schedules and practices; makes decisions regarding need for, and extent of repairs to be made of systems and equipment.

Makes time and material estimates; reviews work in progress and inspects completed jobs.

Makes periodic inspection of electrical systems, appliances, and devices to determine adequacy of repairs or replacements.

Supervises the maintenance of records of repairs and operating expenses and inventory and replacement orders; prepares reports.

Keeps current with electrical equipment repair manuals, directives and manufacturer's instruction materials pertaining to the trade.

Implements agency policies for personnel, training and safety; recognizes unsafe conditions and plans work in accordance with accepted and recognized safety procedures and practices.

Meets with officials regarding electrical equipment and maintenance programs or problems.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, methods, practices, techniques and materials used in the installation, alteration, maintenance and repair of electrical systems, appliances and devices.

Knowledge of local electrical codes.

Ability to supervise the work of others.

Ability to make decisions in accordance with pertinent laws and appropriate policies and procedures.

Ability to make time and material estimates on work projects.

Ability to interpret and work directly from electrical manuals, sketches and blueprints.

Ability to maintain records and prepare reports.

Ability to enforce safe work practices on the job.


Skill in the electrical trade.

MINIMUM EXPERIENCE AND TRAINING:

(a) Six years of experience in the installation, alteration, maintenance and repair of electrical systems, appliances and devices, including two years at the skilled level; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission