

City of San Jose
ELECTRICAL MAINTENANCE SUPERINTENDENT (3156)

CLASS PURPOSE

Under general direction, performs work of considerable difficulty in the administrative supervision of an Electrical Maintenance unit. Performs related duties as required.

TYPICAL DUTIES AND RESULTS (The position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Ensures the maintenance of traffic signal equipment on a scheduled basis.
- Reviews and upgrades traffic signal systems.
- Ensures that malfunctioning traffic signals are repaired on emergency response basis.
- Ensures that traffic signals and street lights damaged by vehicles are cleared promptly.
- Ensures that electrical circuits are repaired promptly.
- Ensures that street lights are maintained on a scheduled basis.
- Ensures that street light burn-outs are replaced on a weekly scheduled route.
- Ensures that malfunctioning street lights are repaired on a priority basis.
- Supervises the design, wiring, testing and delivery of traffic signal controller cabinets.
- Supervises the design and construction of a prototype traffic signal controller using micro processor technology.
- Ensures the pre-testing of traffic signal and street light major components.
- Ensures that fire alarm teletype and VocAlarm components in the Fire Department are maintained on a scheduled basis.
- Ensures that sanitary storm, pumping, and control systems are maintained on a scheduled basis.
- Supervises the design, installation, and maintenance of telemetering systems.
- Supervises the installation, modification and maintenance of audio systems in City buildings.
- Ensures that electrical systems in buildings, parks, and lighted sports fields are inspected, maintained, and modified.
- Receives and evaluates work orders and requests for new or modified electrical installations.
- Assigns priorities for work completion.
- Reviews and authorizes monthly payments for electrical power billings.
- Receives requests and arranges for design of traffic signal controller schematic wiring diagrams.
- Submits statistics in report form.
- Reviews cost center reports monthly.
- Ensures an efficient and economical maintenance operation.
- Ensures the operational reliability of traffic signal equipment, Fire Alarm Teletype, VocAlarm components, pumping and control systems, and telemetering systems.
- Ensures the prompt removal of hazards to the public.
- Reduces outages and street light and traffic signal service

interruptions.

Ensures that components and equipment meet specification compliance for capital projects and are delivered in a timely fashion.

Ensures the timing accuracy of traffic signal equipment.

Provides written budget input and ensures that allocated budget is not exceeded.

Typical End Results Include: Provides for the entire preventive maintenance program for electrical systems within the City, including traffic signal maintenance, street lighting maintenance, building electrical maintenance, street and sewer pump maintenance, and fire alarm maintenance.

DISTINGUISHING CHARACTERISTICS

The incumbent of this class is responsible for the administrative supervision of employees engaged in the installation, maintenance, and repair of electrical systems and equipment in City buildings and facilities.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of the tools, techniques, and materials of the electrical trade.

Knowledge of the devices and mechanisms used in fire alarms, communication, underground cable work, traffic signals, pumping systems and street light systems.

Knowledge of the fundamentals of electricity and electronics, including solid-state and micro processors.

Knowledge of safety codes, rules and regulations.

Ability to analyze workloads and work units to schedule work, estimate cost and workhours and to improve methods and utilization of personnel.

Ability to interpret blueprints, electrical diagrams, and specifications.

Ability to maintain effective working and public relations.

Ability to maintain operational cost within budget allocations.

Training and Experience

Any combination of training and experience equivalent to five (5) years of experience as a journeylevel electrician, including three (3) years supervising journeylevel electricians.

Licenses/Certificates

Possession of a valid California Driver's license.