

**City of San José**  
**CLASS SPECIFICATION**

**Title: Electrician Supervisor (3155)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Varies	Varies	Non-exempt

**CLASS SUMMARY**

Under direction, supervises and guides electricians and other technical staff engaged in the installation, maintenance, and repair of electrical systems and equipment. Plans, schedules, and evaluates work performed by assigned staff. Develops specifications and reviews plans for new construction and completion time; and receives bids for large capital improvement projects. Inspects electrical work for projects, facilities and equipment. Coordinates and implements work orders. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Electrician Supervisor is the third level of the Electrician series responsible for providing direct supervision over assigned staff, and for ensuring the work performed meets the City's and mandated standards and specifications. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned electrical operation/program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Senior Electrician in that the Electrician Supervisor is responsible for serving in a full supervisory capacity. Electrician Supervisor is distinguished from Industrial Electrician Supervisor in that the latter is required to maintain high voltage power lines, their supporting structures, and related equipment as a primary work assignment.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

Completion of an approved apprenticeship program AND two (2) years of lead electrician experience as a journey level Electrician.

**Acceptable Substitution**

Documented proof of completion of 8,500 hours of both course work and experience in all of the areas covered in the State of California Electrician Apprenticeship Standards may be substituted for completion of a recognized Electrician Apprenticeship program. These areas include residential wiring, commercial and industrial wiring, intercom and signals, controls, underground work, trouble shooting, finishing and fixture hanging, solid state controls, and stock and inventory. Completion of the State of California Electrician Certification exam will be accepted as proof of completion of 8,500 hours of electrical work experience.

**Required Licensing (such as driver's license, certifications, etc.)**

- Possession of a valid State of California driver's license.
- Depending on designated area of assignment, positions may require:
  - Grade I Water Treatment Certification.

City of San José  
**CLASS SPECIFICATION**

**Title: Electrician Supervisor (3155)**

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, including ability to safely perform duties using the applicable codes and standards for electrical systems; Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Continuous Improvement - Actively identifies new areas for learning and regularly creates and takes advantage of learning opportunities.
- Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Planning - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

DUTY NO.	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and, making hiring, termination and disciplinary recommendations.	Daily/Several Times
2.	Utilizes computer maintenance management software, such as CMMS, or People Soft to prepare various activity reports, work progress reports, accident reports, time cards and material reports.	Daily/Several Times

**City of San José**  
**CLASS SPECIFICATION**

**Title: Electrician Supervisor (3155)**

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
3.	Develops specifications, completion time frames and receives bids for large capital improvement projects of diverse scope and value.	Daily
4.	Receives and evaluates work orders and requests for installation of and modifications to various electrical systems, peripheral systems, and equipment including: reviewing electrical plans and drawings; estimating costs and time; clarifying work orders; delegating tasks; determining necessary actions; inspecting jobs, facilities and equipment; and, approving and coordinating work orders; follows up on complaints and issues to ensure quality customer service.	Daily
5.	Oversees staff in the maintenance, repair and modification of Life safety systems; UPS, generators and lighting inverters.	Weekly
6.	Develops guidelines and standards for staff training on topics which include, but are not limited to, codes, policies, rules and regulations; standard operating procedures; best practices; work safety and the use of protective equipment.	Weekly
7.	Oversees the maintenance, repair, modification and replacement of remote software monitoring systems including, but not limited to those used in public safety, utilities, video surveillance and card reader systems.	Weekly
8.	Serves as an after hour emergency duty supervisor.	Intermittent
9.	Oversees and maintains inventory of parts/material/supplies required to provide services	Intermittent
10.	Investigates work related incidents and accidents; determines causes; evaluates factors leading to the accident to assess whether additional training is needed to prevent or mitigate future occurrences; prepares reports and submits to appropriate party.	Intermittent
11.	Establishes and maintains a preventive maintenance and emergency response service to include maintaining on-call lists and schedules and evaluating effectiveness.	Intermittent
12.	Performs other related as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;

**City of San José**  
**CLASS SPECIFICATION**

**Title: Electrician Supervisor (3155)**

- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Maintain strength, stamina, and mobility to perform medium to heavy physical work;
- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate, inspect, and repair varied hand and power tools and construction equipment;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

**CLASSIFICATION HISTORY** *Rev. and Ret. 1/01 (formerly Electrical Maintenance Supervisor), Rev. 06/17; s002*