

City of San José
CLASS SPECIFICATION

TITLE: INDUSTRIAL ELECTRICIAN SUPERVISOR (3663)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Division Manager	Non-Exempt

CLASS SUMMARY

Responsible for supervision and coordination of maintenance programs for electrical power generating plant and substation machinery and equipment and other electrical equipment and systems and HVAC systems at the Water Pollution Control Plant. The Industrial Electrician Supervisor's work includes the planning, scheduling, coordinating, and organizing of projects and work to ensure optimum utilization of staff and resources in assigned area. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Industrial Electrician Supervisor is the third level of a three-level industrial electrician series. The Industrial Electrician Supervisor is distinguished from the Senior Industrial Electrician in that the former has full supervisory responsibilities. The Industrial Electrician series is distinguished from the Electrician series in that in addition to performing the duties characteristic of the latter series, incumbents are 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, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

- **Education and Training:** High School Graduation or equivalent and completion of an approved apprenticeship program.
- **Experience:** Four years of post apprenticeship journey-level industrial electrician experience performing duties that include a minimum 12 kV or higher voltage substation construction, equipment maintenance, control and protective system troubleshooting and maintenance in an industrial, utility, and/or manufacturing environment; including one year performing lead responsibilities equivalent to Senior Industrial Electrician.
- **Licensing/Certification:** Possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California. Completion of Substation Maintenance certification meeting the requirements of OSHA 29 CFR 1910.269(a)(2)(vii).

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 Knowledge, Skills and Abilities

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

Knowledge of:

- Principles and operations of electrical systems associated with water treatment processes including high voltage substation equipment (i.e. 115kv, 4160v & 480v), electrical motor controls, circuit breakers, generator controls, transformers, protective relay testing & calibration, and switchgears.

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- Fundamentals and theories of electricity and electronics;
- Principles and practices of heating, ventilation, and air conditioning systems maintenance and repair.
- Principles and practices of supervision
- Techniques, tools, and materials of the electrical utility trade,
- Environmental and safety practices, procedures, and standards
- National Electrical Code, California Electrical Safety Orders, NFPA70E, and CAL OSHA;
- Pertinent Federal, State and local codes, laws and regulations;

Ability to:

- Plan, assign, supervise, coach, train, and evaluate the work of subordinates;
- Direct the activities of electrical vendors, contractors and other staff
- Analyze problems in a variety of electrical, electromechanical, and electronic equipment and determine needed repairs;
- Set priorities, schedule work, and coordinate work with other organizational units;
- Oversee and inspect work of contractors
- Establish and maintain effective working relationships

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Ability to establish and maintain preventive maintenance and electrical safety programs
- Ability to prepare budget recommendations
- Ability to maintain records and prepare reports of work progress using maintenance management information systems;
- Training and/or certification in any of the following:
NFPA 70E; Electrical Safety for Industrial Facilities; Programmable Logic Controllers (PLC's); Motor Controls; Variable Frequency Drives (VFD's); Protective Relays; Generation Controls

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (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:	FRE-QUENCY*
1.	Supervise staff responsible for the maintenance, operation and adjustment of electrical primary power substations ranging from 4160 to 115kv voltage, including circuit breakers, relays, batteries and controls.	Continuous
2.	Prioritize projects and work assignments, conduct performance appraisals; ensure training of staff; make hiring, termination and disciplinary recommendations.	Continuous
3.	Estimate time, cost, labor, and materials needed; make work assignments and procure resources.	Continuous
4.	Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures.	Frequent
5.	Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.	Frequent
6.	Performs inspections and monitors work of high voltage electrical substation	Continuous

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	contracts to ensure conformance to applicable standards and specifications.	
7.	Coordinate and monitor the progress of projects, and the work of consultants and vendors including planning, scheduling, assigning and tracking work.	Continuous
8.	Direct and assist in the troubleshooting and repair of Plant electrical and HVAC equipment.	Continuous
9.	Establish and maintain preventive maintenance and emergency response protocol, including maintaining on-call lists and schedules.	Continuous
10.	Prepare and administer budget to include forecasting, expenditures, tracking, and approval of purchases. Oversee and maintain inventories of parts and supplies.	Frequent
11.	Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of electrical and HVAC maintenance programs.	Occasional
12.	Prepare various reports such as activity reports, incident and accident reports, work progress, and time and material reports.	Occasional
13.	Respond to emergencies including evaluating and taking required actions.	As Required
14.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY <i>Created 8/12; s000</i>
