



## **JOB DESCRIPTION**

### **ELECTRICAL SUPERVISOR** **(Exempt/Management Position)**

#### **DEFINITION**

Under direction of the Director of Public Utilities, plan, schedule, assign and supervise the work of line crews engaged in the construction and maintenance of overhead and underground electrical distribution systems, substations and street lighting; provide technical assistance and training to crews; and to do related work as assigned.

#### **EXAMPLES OF DUTIES:**

(These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Direct the construction and installation of extensions and additions to underground and overhead electrical distribution systems. (E,M)
- Coordinate the work of crews with that of contractors, utility companies and other City departments. (E,M)
- Supervise, train and evaluate subordinates. (E,M)
- Supervise from plans and blueprints the installation of electric lighting, transmission and distribution systems. (E,M)
- Ensure that proper safety precautions are taken when crews are working close to energized lines and in streets subject to traffic hazards. (E,M)
- Inspect contract work for conformance to City standards and accepted practices. (E,M)
- Requisition tools and equipment for projects. (E)
- Inspect the work of line crews while in progress and upon completion. (E,M)
- Develop and implement condition based and preventative maintenance programs for substations, distribution systems and other electrical equipment. (E)
- Utilize computer based asset maintenance management program to create work requests, develop priorities, issue work orders, track labor and keep equipment maintenance histories. (E)
- Implement the Public Utilities Department's policies, procedures and practices. (E)
- Interface with and utilize information from the distribution system's Supervisory, Control and Data Acquisition System (SCADA). (E)
- Check field drawings and mark variations made in construction and make sketches. (E)
- Oversee the electrical maintenance of wells, pump controls and other City electrical facilities. (E)
- Maintain time records and prepare reports. (E)
- Oversee proper handling and disposal of oil filled equipment in compliance with regulatory requirements. (E)
- Ensure compliance with all City, State and Federal safety, reporting and training regulations.
- Participate in budget preparation and administration. (E)
- Keep Director informed of work progress and personnel issues. (E)

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Methods, materials and tools used in the construction and maintenance of overhead and underground street lighting and electrical distribution systems.
- Laws and regulations covering the erection, construction and maintenance of overhead and underground lines.
- Installation and maintenance of transformers, circuit breakers, switches, meters and other electrical equipment.
- Principles of supervision, training and performance evaluation.

- Safe work practices.
- Record-keeping and reporting procedures.
- Supervisory, Control and Data Acquisition Systems (SCADA)
- Computer-based Asset Maintenance Management Systems (CMMS)

**Ability to:**

- Plan, schedule and assign work for others.
- Read and interpret construction plans and specifications.
- Keep records and prepare reports.
- Make estimates of materials and costs.
- Follow oral and written instructions.
- Communicate clearly both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Supervise, train and evaluate subordinates.
- Research, learn and implement new technologies

**Experience:**

Five years of experience as a line attendant, including one year of supervisory experience.

**Education:**

Equivalent to completion of twelfth grade. Additional advanced course work in technical fields applicable to electrical distribution systems and maintenance practices preferred.

**Necessary Special Requirement:**

Possession of an appropriate valid California driver's license.

**Residency Requirement:**

All members of the Electric Unit shall be expected, within six months of hire, to establish residence allowing response to the Electric Shop within 35 minutes of notification to report.

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