



ELECTRICAL/SIGNS AND MARKINGS SUPERVISOR

DEFINITION

To plan, organize, perform tasks and supervise the daily operations of the Electrical and Signs and Markings Group.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Public Works Infrastructure Superintendent. Responsibilities include both direct and indirect supervision over subordinates.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the position, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Supervise and assign personnel to perform a variety of sign, road marking, electrical, electronic and instrumentation work related to the installation, maintenance, inspection, troubleshooting, and repair of City-owned infrastructure. Typical infrastructure would include, but not be limited to, traffic signals, street lights, signs, road markings, supervisory control and data acquisition (SCADA) systems, pumping stations, water treatment plants, recreation fields, emergency back-up power, utility plants and City-owned buildings; read, review, modify and update electrical instrumentation, sign and road marking prints and diagrams as required; evaluate work of the Electrical and Signs and Markings Groups to ensure accuracy, efficiency, and effectiveness; prepare and maintain accurate maintenance and repair records; train subordinates on proper practices and procedures for electrical, electronic, sign and road marking work; review plans and consult with engineers during the design and construction of new City buildings and facilities; inspect electrical work performed for the City by contractors to insure compliance with State and City codes; ensure that all safety precautions are adhered to in performance of assigned duties; assist with preparation of the annual department budget; administers and monitors the assigned divisional operation budgets; prepare written and documented reports relate to assigned programs, as well as job evaluations, improvement plans and administer disciplinary actions on subordinates; use computer software applications such as, MS Word, MS Outlook, MS Excel and other related maintenance software programs; perform other duties as assigned. Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present in order to supervise and communicate essential information to other employees, as well as to satisfy shifting public service needs and business concerns.

OTHER JOB FUNCTIONS

Answer emergency calls and perform emergency repairs; assist with and perform a variety of personnel actions including selection, promotion, performance evaluations, disciplinary actions and dismissals; coordinate and assist outside agencies with electrical, electronic, sign and road marking repairs and maintenance; make recommendations to other departments for supplies, materials, and services for proper functioning of their related infrastructure; respond to citizen complaints and requests for information; requisition and purchase materials and supplies; maintain accurate expenditure records for materials and services; evaluate operations and

activities; recommend improvements and modifications; respond to emergency situations after regular working hours.

Meet all Standby Program requirements, take standby duty if assigned. Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

Methods, materials, tools, test equipment and procedures used in the design, construction, installation, modification, testing and maintenance of electrical, electronic and sign and road marking apparatus and equipment; safe working practices and procedures; principles and practices of supervision, training and performance evaluations; electrical, electronic, signs and marking, telemetry and instrumentation methodologies; possess a comprehensive working knowledge of personal computers and operational and maintenance software programs, applicable codes, laws and ordinances, circuit diagrams, and shop mathematics.

Skill to:

Plan, assign, supervise and evaluate the work of subordinates; use electrical and electronic tools and equipment skillfully and safely; read and follow electrical, electronic, instrumentation, signs and markings plans and specifications; examine and diagnose causes of electrical and electronic failures; respond quickly in emergencies; interact effectively and courteously with the public; prepare and present clear, concise, and competent reports, both orally and in writing; communicate clearly and concisely; follow oral and written instructions.

Ability to:

Lead, organize and review the work of staff in the assigned groups; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; establish and maintain effective work relationships with those contacted in the performance of required duties; apply good judgment and practical knowledge to help resolve unusual or irregular problems in the area of work assigned; interpret and apply City and department policies, procedures, rules and regulations; maintain effective audio-visual discrimination and perception needed for making observations, communication with others, reading, writing and operating assigned equipment; follow oral and written directions; make cost estimates of labor and materials; develop and maintain accurate and concise reports

Minimum Education and Experience:

Education:

High school diploma or equivalent. Associate Degree in electronic, instrumentation, electrical technology or closely related field is highly desirable.

Experience:

Four years of recent journey level experience in electrical/electronics/instrumentation installation, maintenance, or repair. Two years of supervisory experience is highly desirable.

License and Certificate:

Possession of a valid California Driver's License is required upon hire. Possession of a valid International Municipal Signal Association (IMSA) Traffic Signal Level I and IMSA Signs and Markings Specialist certifications are required to completion of the probationary period as a condition of employment. State of California General Journeyman Electrical License and

California Water Environment Association (CWEA) Electrical/Instrumentation Technologist Level II certificates are highly desired.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.