City of Woodland

ELECTRICAL SUPERVISOR

DEFINITION

Supervise, plans, organizes, and reviews the work of electrical / electronic / instrumentation technicians and electrician's assistant classifications; performs a variety of tasks relative to the installation, maintenance and repair of city owned electrical and electronic systems and equipment.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Infrastructure Operations and Maintenance Manager/Superintendent. Responsibilities include general and technical 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 electrical, electronic and instrumentation work in the installation, maintenance, inspection, troubleshooting, and repair of City-owned systems including traffic signals, street lights, pumping stations, water treatment plants, recreation fields, emergency back-up power, utility plants and City-owned buildings. Read and review electrical prints and diagrams, and modify and update as required. Evaluate the work of the Electrical/Electronic and Electrical/Instrumentation technician classifications to ensure accuracy. Supervise the design and fabrication of test equipment for shop and field testing of electrical and electronic components. Review, inspect, and test new electrical installations. Prepares and maintains accurate maintenance and repair records. Train staff on proper practices for electrical and electronic work. 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 division operation budget. Regular and consistent attendance.

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 and electronic repairs and maintenance. Make recommendations to other

departments for supplies, materials, and services for proper functioning of electrical and electronic equipment. Respond to citizen complaints and requests for information. Requisition and purchase materials and supplies; assist in maintaining expenditure records for materials and services. Evaluate operations and activities; recommend improvements and modifications. Meet all Standby Program requirements, take standby duty if assigned. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:
Design, construction, installation, modification, testing and maintenance of electrical and electronic apparatus and equipment. Safe working practices and procedures. Principles and practices of supervision, training and performance evaluations. Electrical and electronic equipment, personal computers and telemetry, operational and maintenance software programs. Methods, tools and equipment used to maintain, repair, test, calibrate and perform preventive maintenance on a wide variety of electrical, electronic and instrumentation systems. 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 plans and specifications. Examine and diagnose causes of electrical and electronic failures. Respond quickly in emergencies. Keep written records, prepare oral and written reports, follow oral and written instructions.

Ability to:
Diagnose malfunctions in a variety of electrical, electronic and instrumentation systems. Read and interpret electrical drawings, plans and specifications. 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. Maintain effective audio-visual discrimination and perception needed for making observations, communication with others, reading and writing and operating assigned equipment. Follow oral and written directions. Make cost estimates of labor and materials, maintain detailed records, make oral and written 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:
Three years of recent journey level experience in electrical/electronics/instrumentation installation, maintenance, or repair. Supervisory experience is highly desirable.

License and Certificate:
Required upon hire, possession of a valid California Driver's License. Possession of a valid International Municipal signal Association (IMSA) Traffic Signal Level II Technician Series certificate and Work Zone Safety Level I certificate prior to permanent appointment. Possession of a valid California Water Environment Association (CWEA) Electrical/Instrumentation Technologist Level II certificate is desired.

Council Action: June 20, 2006