

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

ELECTRICAL SUPERVISOR

Civil Service Status: Open Competitive/Promotional
Probationary Period: 1 Yr.-Competitive/6 mo. Promotional
Classification Series: Field Service
FLSA Status: Non-Exempt

Bargaining Unit: General Employee Association
Approved by City Council 1-20-2009
Resolution No.: 2009-10

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of the Director of Field Services this position supervises employees, directs and performs electrician work in installing, servicing, repairing and maintaining electrical equipment and systems; and other related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Supervises, prioritizes, plans, organizes and evaluates the functions of the Electrical Division;
- Establishes and reviews division objectives, standards and procedures;
- Initiates field inspections of assigned areas and inspects work as needed, investigates service requests, public complaints and accident/damage reports;
- Develops and evaluates traffic signals and street lights maintenance programs;
- Conducts safety meetings, represents the City and/or the department/division at staff, public and professional meetings and conferences;
- Reviews and modifies work standards and procedures in accordance with performance;
- Manages, plans and oversees contract work as assigned;
- Prepares and analyzes division activity, performance safety and other reports;
- Supervises journeyman level electrical employees in the maintenance of City owned traffic signals, street lights, water pumping stations, buildings and parks;
- Repairs all electrical equipment and electrical components for air conditioning systems;
- Coordinates work projects with other divisions and departments;
- Insures efficient and accurate maintenance record keeping;
- Operates an aerial truck;
- Assists in training and evaluating subordinates;
- Prepares written reports and assists with division budget preparation;
- Assist in the ordering of equipment and supplies;
- Participates in the employee selection; evaluates the job performance of subordinate employees and recommends disciplinary action;
- Prepares cost estimates for accident/damage reports and special events;
- Serves under the direction of the department's emergency center;
- Responds to after hours emergency call outs as needed;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

ELECTRICAL SUPERVISOR

Civil Service Status: Open Competitive/Promotional
Probationary Period: 1 Yr.-Competitive/6 mo. Promotional
Classification Series: Field Service
FLSA Status: Non-Exempt

Bargaining Unit: General Employee Association
Approved by City Council 1-20-2009
Resolution No.: 2009-10

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Electronics and solid state equipment;
- The installation, operation and maintenance of electrical equipment and circuitry apparatus and instruments;
- Full knowledge as a qualified electrician of the standard practices, materials and processes of the electrical trade;
- Principles and practices of supervision;
- Applicable regulations and codes including the National Electrical Code, the Electrical Safety Orders, Work Zone Safety practices and procedures;
- City safety policies, work rules and budgetary procedures.

Skills:

- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software application;
- In the use of the various types of electrical tools and test equipment.

Ability to:

- Work with limited supervision;
- Make operating repairs to electrical machinery and equipment;
- Make electrical building inspections for code compliance;
- Deal calmly with rude or angry people;
- Communicate effectively orally and in writing;
- Read and interpret electrical diagrams, specifications, manuals and blueprints;
- Operate a personal computer and work management system;
- Establish and maintain smooth and effective working relationships;
- Adhere to multiple deadlines and handle multiple projects;
- Handle confidential information with discretion;
- Willingness to work overtime as requested;
- Understand and interpret provisions of the municipal code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to their respective job duties;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

ELECTRICAL SUPERVISOR

Civil Service Status: Open Competitive/Promotional
Probationary Period: 1 Yr.-Competitive/6 mo. Promotional
Classification Series: Field Service
FLSA Status: Non-Exempt

Bargaining Unit: General Employee Association
Approved by City Council 1-20-2009
Resolution No.: 2009-10

(Continue)

- Provide work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Willingness to work over time as requested;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period;
- Work in inclement weather and/or uneven surfaces.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) and supplemented by appropriate technology programs. IMSA Level II Traffic Signal Technician Certificate.

Experience:

Four (4) years of experience as a qualified journeyman level electrician including supervisory experience, or completion of a four (4) year electrical apprenticeship program.

License or Certificate:

- Possession of or ability to obtain within six (6) months of appointment to position, a valid Class B California Driver's License as a condition of continued employment and a satisfactory driving record.
- A valid Class C California Driver's License.

Physical Requirements:

Must meet approved physical and medical standards for the position.