

City of South San Francisco
Human Resources Department

Electrical Maintenance Supervisor
Class Description

Definition

Under general direction, performs responsible professional and technical work in promoting, organizing, and supervising a comprehensive maintenance program within the Public Works Department, in such areas as: skilled installation, maintenance and repair of traffic control devices, street lights, parking meters, and a variety of electrical and electronic infrastructure and equipment throughout the City; organizes, schedules, and supervises the work of employees engaged in work; and does related work as assigned.

Distinguishing Characteristics

This single-position classification performs work in several functional areas and is distinguished by its core responsibility for supervising employees, programs and activities within the Public Works Department. Depending upon assignment, work is performed under general direction and incumbents may provide support for inter-divisional programs and functions. This classification has full supervisory responsibility for staff at different locations and has full administrative and fiscal responsibility for specific programs and/or projects. Incumbents perform professional level activities and have considerable latitude for independent decision making in choosing methods of developing and implementing approved procedures.

Typical and Important Duties

1. Assists in the planning, coordinating, and supervising of the City's electrical and parking maintenance service programs in a variety of areas, including:
 - Design, installation, and maintenance of street lights and traffic signal technologies; programming of traffic signal controllers; installation of power for irrigation clocks, lighting and other City facilities; providing new electrical service to City facilities and modifying existing services to meet the needs of various City departments; scheduling maintenance activities on mechanical, electrical, instrumentation and control systems; locating and marking underground electrical sites for non-City contractors, following USA guidelines; working with other public agencies and contractors to coordinate installations impacting City facilities; responding to emergencies and making repairs as required; and estimating staff and materials required in performing assigned work.
 - Oversight of the operational aspects of the City's public parking program including revenue collection and equipment maintenance, management of maintenance contracts, ordering supplies and equipment, scheduling maintenance activities and staff management; may exercise functional day-to-day supervision over technical staff and oversee the work of contractors.

2. Prepares work schedules; assigns work; evaluates and reviews the work of subordinates; trains staff in the safe and proper methods of carrying out assigned tasks; and solves difficult problems encountered by the staff.
3. Determines priority of work to be done and estimates or obtains estimates of repair cost.
4. Ensures that required materials and equipment are available to carry out assigned tasks; determines stock requirements; ordering parts, supplies, and equipment as needed.
5. Inspects work in progress and upon completion to ensure conformance to established standards for City electrical installation, maintenance and repair and other areas under the scope of the work assignment to ensure it is properly maintained.
6. Establishes and maintains a variety of paper and electronic records, such as replacement accounts and preventive maintenance schedules; electrical maintenance activity records.
7. Prepares required reports; makes recommendations on the types of equipment needed for the program's activities; conducts special studies and prepares reports orally and in writing.
8. May perform the work of the unit under unusual or emergency circumstances.
9. Confers with superiors to discuss work projects and establish priorities.
10. Conducts safety and other training specific to the unit's work; oversees and enforces safe work practices.
11. Makes effective recommendations concerning employee hiring, promotion, and disciplining.
12. Investigates complaints from the public concerning the work unit; takes appropriate action.
13. Attends various meetings and makes presentations as needed in order to provide information relating to the City's overall maintenance services programs.
14. Demonstrates the highest standards of internal and external customer service, including professionalism, follow-through, timeliness, and clear communication.
15. Assists in the preparation of budget for the division, monitors and controls expenditures within appropriations, recommends revenue opportunities, and explores avenues for cost recovery.
16. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Depending on the area assigned, the incumbent must have job-related knowledge, abilities, and skills.

Knowledge of:

- Principals, methods, and practices relating to the efficient operation of an electrical maintenance program; techniques, methods, services, tools, and materials used in electrical fabrication, installation, maintenance and repair activities.
- Principles and operation of traffic signals and related controllers.
- Concepts and terminology associated with signalized traffic control devices and systems.
- Mechanics, uses, and operation of integrated municipal and personal computer systems and their associated applications.
- Basic construction skills and techniques.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.
- Principles and practices of program administration, including budgeting, purchasing, and

personnel management.

- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Principles of management, supervision, training, and employee development.

Ability to:

- Acquire a thorough knowledge of applicable City, departmental, and divisional policies and procedures.
- Plan, organize, and supervise the work of subordinate employees.
- Read, interpret, and work from plans, specifications, schematics and diagrams.
- Read, interpret, and accurately apply a variety of federal, state and local rules and regulations, including Americans with Disabilities Act requirements.
- Troubleshoot problems and determine materials and supplies required for maintenance, repair, and other projects.
- Estimate labor and material costs for projects.
- Direct and inspect the technical details involved in electrical installation, maintenance, troubleshooting, and repair work.
- Read, interpret, and accurately apply a variety of federal, state, and local rules and regulations.
- Provide appropriate advice and assistance on problems to obtain effective results.
- Coordinate various projects with other City employees and public officials.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Keep accurate records and prepare clear and concise oral and written reports.
- Prepare complex reports and analyses; prepare clear, concise, and complete written reports.
- Establish and maintain cooperative working relationships with subordinates, other employees, and the general public.
- Review organizational and administrative problems and recommend and implement an effective course of action.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment with established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures; develop and implement procedures and systems.
- Work in a safe manner, modeling correct City safety practices and procedures; coach others and enforce adherence to safety police and procedures; identify, correct, and report safety hazards.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a standard computer with speed and accuracy sufficient to perform assigned work.
- Driving a variety of vehicles safely.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Five years of progressively more responsible experience as a journey-level electrician or electrical technician performing the full range of electrical installation, maintenance, modification, and repair work on a variety of facilities. Experience in programming traffic control systems is highly desirable. Two years of this experience must be at least in a lead capacity.

Training: Equivalent to graduation from high school, supplemented by coursework in the electrical trade. An associate's degree from an accredited college or university in electrical technology or a closely related field is highly desirable.

Licenses or Certificates

All licenses and certifications must be maintained as a condition of employment.

- Possession of, or the ability to obtain, an appropriate, valid California commercial driver's license with proper endorsements and a satisfactory driving record which must be obtained within the first six months of employment.
- Possession of, or the ability to obtain as appropriate, confined space certification.
- Possession of, or the ability to obtain as appropriate, International Municipal Signal Association (IMSA) III Certification.

Special Requirements

Essential duties require the following

Physical Skills: Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 75 pound boxes and materials.

Work Environment: Mobility to work in a typical office and/or field setting; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, mechanical hazards, electrical hazards, and explosive hazards.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Approved: July 2019
Revised:
Title Change:
Abolished:
Bargaining Unit: Mid-management
ADA Review Date:
DOT: Yes
Physical: Class 2
Status: Classified/Exempt
EEOC Category: EF6\EJ8
Job Code:

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. SDE
5. SDE
6. SDE
7. SDE
8. OAE
9. SDE
10. SDE
11. MAE
12. OAE
13. OAE
14. MAE
15. MAE