



CLASSIFICATION NO. 499
Established: 4/18
FLSA: Non-Exempt
EEO: 7

ELECTRICIAN SUPERVISOR

CLASS CHARACTERISTICS

Under general direction, to supervise and coordinate the work of assigned staff performing electrical work; to provide direct technical supervision of all electrical projects and activities through the County; to perform skilled electrical work in the installation, alteration, maintenance, troubleshooting, and repair of electrical systems and equipment, building and grounds maintenance, including traffic signals, illumination, and communications; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Facilities Management Division is responsible for planning, directing and administering comprehensive programs for space planning, commercial leasing, construction, remodeling, maintenance, utilities, security, environmental safety and general support services for County-owned and leased buildings and grounds.

The County requires overall indirect supervision of electrical installation work which requires regular permitting, supervision and control of electrical installations, resolution of inspection deficiencies, and general oversight of jobs requiring a variety of electrical work subject to licensing, trade, codes, and regulatory standards.

The Electrician Supervisor has full supervisory responsibility and oversight for all County electrical work which requires installation permitting as well as the Master Permit Program. Duties require planning, scheduling, inspecting, and evaluating the work of electrical and non-electrical trade personnel in any County department and performing electrical work in facilities and the field. The Electrician Supervisor is responsible for the coordination and supervision of the staff within the electrical section of the Facilities Management Division, including the implementation of division goals, objectives, policies and procedures. The incumbent may also provide technical supervision to licensed electrical staff in other County departments.

The Electrician Supervisor is distinguished from the Supervising Electrician which provides functional supervision over electrical projects, but does not have full supervisory responsibility for employees. The Electrician Supervisor differs from the Building Maintenance Supervisor which is responsible for overseeing County general maintenance activities and staff.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, organizes, and supervises the work of Electricians and other licensed electrical staff in the installation, maintenance, and modification of electrical work for traffic signal systems

and equipment, street lighting systems and building electrical systems; ensures that projects are completed on time; approves leave, overtime, and signs timecards.

2. Hires and supervises assigned staff under the direction of the Facilities Manager to provide quality service to citizens and other county staff; prepares and conducts performance evaluations; recommends and administers progressive discipline; schedules, conducts and/or facilitates training and development programs and schedules outside training for staff; promotes cooperative team efforts among staff and other County departments.
3. Provide electrical permits, design specs, and may be called upon to inspect and assist with traffic signal and infrastructure projects maintains current knowledge of new advances in traffic signal system, technology, and Intelligent Transportation systems and implements upgrades.
4. Obtains required electrical installation permits as required by State Law and codes and inspects all installations performed under incumbent's supervising electrician's license; evaluates quality and safety of subcontractor and employee installations.
5. Prepares and maintains accurate electrical repair and maintenance records and reports of all County electrical jobs requiring a permit; orders and/or purchases necessary repair materials, parts and components; documents compliance with local and national electrical codes.
6. Responds to installation complaints, deficiencies, "flags", and noncompliance notices for County electrical installations and modifications; advocates a County position on noncompliance issues; establishes and supervises a work plan to correct deficiencies; consults with staff regarding difficult or highly complex electrical installations.
7. Assists in budget preparation by preparing cost estimates and recommendations; submits justifications for electrical budget requests; monitors and controls expenditures for all operating and project costs; evaluates contract bids; reviewing engineering plans.
8. Performs journey-level electrical work as needed.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Standard practices, methods, tools and materials of the electrical trade; local, state and national electrical codes; occupational hazards and safety precautions involving electrical work and exposure to moving traffic; electrical theory, methods, techniques; thorough knowledge of commercial electrical systems, generators, and UPS systems; principles and techniques of supervision.

Working knowledge of: Maintenance techniques for facilities and grounds, traffic signals and signal controllers, and lighting construction; electrical, electromechanical practices and theory, including solid-state; permitting procedure and requirements; electrical project and work documentation; electrical hazards and safety precautions; personnel management principles and practices; participative management theories; basic math and algebra; English grammar and composition.

Skill to: Oversee, train and supervise the work of assigned staff; inspect and evaluate electrical work of staff and subcontractors; maintain and repair wiring and electrical systems and

equipment; operate electrical testing and measuring devices; operate power and manual tools standards to electrical trade; understand and interpret drawings and specifications; read and interpret electrical codes, regulations and policies and apply knowledge to specific situations; prepare and maintain accurate records and reports; read and interpret traffic signal plans, fiber optic communication and copper interconnect plans and design specifications; perform load bank testing on generators and testing and maintenance of UPS systems; understand verbal and written instructions; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; hire, train, evaluate, and discipline personnel; communicate effectively, both orally and in writing; establish and maintain effective working relationships with vendors, contractors, subcontractors, County employees and the public.

WORKING CONDITIONS

Duties require squatting, kneeling, bending, balancing, climbing, and fine motor control. Duties involve frequent exposure to electrical hazards, confined spaces, loud noises, exhaust fumes and dust, moving traffic, slippery and/or uneven surfaces, working at heights, and adverse weather conditions.

Within Finance Department's Facilities Management Division, duties also require twisting, and the ability to lift and carry up to 75 pounds, and push/pull 100 pounds.

Must be available for on-call emergency response for facility electrical, traffic signal and intersection warning beacon failures and as required to support Facilities Management operations.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- General Supervising Electrician's License issued by the State of Oregon.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check. Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

All positions within the Facilities Management Division and the County's Criminal Justice agencies must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Must possess or have the ability to obtain State of Oregon DEQ/OSHA approved Class III Asbestos Containing Material (ACM) Worker course/training certificate within six (6) months of hire.

Must possess or have the ability to obtain CPR/First Aid/AED certification within six (6) months of hire.