

## ELECTRICIAN SUPERVISOR

### KIND OF WORK

Supervisory, skilled and licensed electrical work.

### NATURE AND PURPOSE

Under limited supervision, an employee in this class supervises skilled and licensed Electricians, laborers and maintenance employees in the installation, alteration, maintenance and repair of electrical wiring systems and equipment used in communications, lighting and power including, but not limited to, high voltage switch gear, transformers, transmission lines for low voltage distribution, secondary sub-panels, alarm and signal circuits, electrical power plant control systems, elevators, and standby generators according to specifications in the National and State Electrical Codes and National Electrical Safety Code. Performs related work as required.

This classification differs from Electrician, Electrician - Master of Record and Electrician, Lead because it exercises full supervisory authority over subordinate, licensed Electricians, laborers and maintenance employees. Supervisory responsibilities performed by an employee in this class include: directing, assigning and controlling workflow; effectively recommending hiring and disciplinary actions; writing and revising position descriptions; and conducting training and performance evaluations.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans, organizes and directs the work activities of subordinate licensed Electrician staff to attain assigned goals by approving and authorizing electrical projects; by estimating and budgeting for material and labor costs; by ensuring that electrical and safety standards, procedures and techniques are followed by subordinate staff; and by coordinating electrical projects with other skilled crafts.

Exercises supervisory authority to equitably administer labor contracts to assure that electrical staff will effectively perform assigned job duties by directing the work of other licensed Electricians and maintenance employees; by assigning and controlling the flow of work; by writing and revising position descriptions; by training; by recommending hiring and disciplinary actions; and by conducting performance evaluations.

Monitors the work activities of other licensed Electricians and less skilled laborers, maintenance employees, correctional facility inmates, and regional center residents to determine that work and materials meet electrical codes and standards to ensure the timely completion of electrical projects by determining the most efficient work procedures and techniques; by instructing others on the appropriate use of the equipment and electrical techniques; by inspecting the quality of work performed by others; and by recording hours worked and materials and equipment used.

Reviews plans, blueprints and specifications and prepares sketches, plans and material lists for electrical projects to understand the scope of the project, to recommend changes by reading and interpreting the plans, blueprints and specifications; by researching the plans and specifications of previously completed electrical projects; and by approving the final details of the project.

Estimates costs for time, labor and materials to prioritize, budget and schedule electrical projects by determining the type and amount of supplies necessary to complete the project according to codes; by developing material lists; by selecting the best work methods; by determining equipment and labor requirements; and by requisitioning and checking the necessary parts, supplies and equipment.

Installs, adds to, alters, repairs and maintains electrical wiring systems and fixtures such as boxes, conduit, outlets, switch panels, incandescent and fluorescent light fixtures, power plant controls, elevators, etc., in state buildings so that all systems are operational according to State Electrical Code and the Underwriter's rules for electrical installations by selecting the necessary supplies and equipment to complete the project most efficiently and in compliance with codes; by identifying the most direct and appropriate route to run the new wiring and laying out work; by troubleshooting sources of electrical power disruption; by testing circuits for continuity and proper connections; by testing, repairing or replacing power plant control devices; by implementing preventive maintenance programs; and by following safety standards and procedures to prevent injuries.

Installs, repairs maintains, tests and inspects electrical equipment and appliances such as washers, dryers, disposals, dishwashers, water heaters and other electric, motor-driven equipment so that they are in safe and economical operating condition and all emergency repairs are quickly completed by installing the equipment according to the manufacturer's specifications and the Underwriter's rules for electrical installation; by testing electrical circuits; by replacing burned out elements in heating equipment; by repairing or replacing electric motors; by implementing preventive maintenance programs; and by following safety standards and procedures to prevent injuries.

Maintains hand and power tools to ensure their safe, efficient use for current and future electrical projects by inspecting their physical condition; by repairing or replacing worn or broken parts on power equipment; and by ensuring an adequate supply of electrical wire, conduit, switch panels, and lighting fixtures for immediate repair projects.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Human resource policies, procedures and labor contracts sufficient to interview and select affirmatively; assign, schedule, direct, evaluate work performance and discipline subordinate staff.

Construction plans, blueprints and electrical specifications sufficient to interpret, modify and follow them to complete the installation, alteration, maintenance and repair of electrical systems and equipment, sufficient to advise other licensed Electricians on more effective techniques and work procedures to complete electrical projects.

State and National Electrical Codes and National Electrical Safety Code and standard electrical practices, techniques, materials and tools sufficient to ensure that work and materials comply with codes, to instruct others and verify that their work meets code, and to select appropriate supplies, equipment and work methods and apply them to electrical projects.

Electrical tools and equipment, safety standards and procedures sufficient to perform work efficiently and safely.

Shop math sufficient to estimate labor and material costs for planned projects.

Skill in:

Using hand and power tools sufficient to install, alter, maintain, and repair electrical systems and equipment in state buildings.

Ability to:

Supervise and motivate Electricians and other employees sufficient to direct them toward the timely completion of assigned projects.

Maintain and repair hand and power tools sufficient to ensure their availability and safe operation for electrical projects.

Direct, instruct, monitor and inspect the electrical work of licensed Electricians, less skilled employees, inmates, and residents sufficient to ensure work is correctly and safely completed.

Maintain electrical project records of time and materials sufficient to report progress of electrical projects and estimate future needs.

LEGAL AND LICENSURE REQUIREMENTS

Registration with the Minnesota State Board of Electricity as a Class A Master Electrician.

Est.: 04/40

Rev.: 01/60

09/77

11/94

Ckd.: 03/78

Rev.: 08/91

TC: 04/84

Former Title(s): Electrician Foreman