

ELECTRICAL SUPERVISOR

GENERAL RESPONSIBILITIES

Perform difficult technical work supervising and scheduling the maintenance and repair of a variety of electrical equipment in school buildings.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan and schedule projects, estimate time and materials, supervise subordinates, maintain records and files and prepare reports.
- Plan and supervise the work of electricians.
- Plan and estimate electrical jobs.
- Maintain records on electrical jobs and assign to appropriate personnel.
- Assist in coordinating job assignments with the other trades, e.g., plumbers, carpenters, etc.
- Assist contractors on jobs.
- Maintain knowledge of electrical materials in warehouse.
- Advise coordinator and assistant director of technical problems concerned with installation, modification and repair of electrical assignments.
- Recommend procedure revisions when necessary to fully utilize assigned personnel and equipment.
- Determine procedures for maintenance, installation, modification and repair of electrical assignments.
- Inspect work to ensure compliance with standard procedures and electrical assignments.
- Examine electrical services for proper working procedures.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the standard practices, tools and terminology of the electrical trade; thorough knowledge of electrical theory; thorough knowledge of the safety hazards of the work and of the necessary safety precautions; ability to make repairs to complicated electrical wiring, fixtures and equipment; ability to plan and supervise the work of subordinates; ability to perform manual work over extended periods of time; skill in the use of electrical maintenance and repair equipment; ability to establish and maintain effective working relationships with associates.



EDUCATION AND EXPERIENCE

Graduation from high school supplemented by an appropriate apprenticeship training program and extensive electrical system maintenance experience and some supervisory experience. Master's License.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift up to 75 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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