

SUPERVISOR OF ELECTRICAL INSTALLATIONS AND MAINTENANCEGeneral Statement of Duties and Responsibilities

This is a supervisory technical class of positions overseeing the installation, alteration, repair and maintenance of electrical equipment and/or systems in buildings and grounds under the city's jurisdiction. There are two Assignment Levels in this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under supervision, oversees electrical installations of moderate technical difficulty; monitors the maintenance and repair of electrical equipment and systems; participates in the contracting for and oversight of contracts for electrical work with contractors/vendors.

Examples of Typical Tasks

Supervises and monitors installation of electrical equipment and systems by contractors for compliance with plans and specifications; assists in the coordination of the work of various contractors and trades to expedite the electrical work and minimize interference with the building's functioning. Makes regular on-site inspections during actual installation and during the guarantee period. Makes the final inspection.

Recommends to the supervisor the issuance of change orders to original specifications to accommodate changing field conditions or to correct specification errors or omissions, upon approval of recommendations; prepares change orders.

Assists the supervisor in overseeing complex installations.

Monitors the maintenance and repair of electrical equipment, etc. by regularly inspecting sites. Determines the work required and methods to be used. Sets priorities. Monitors work in progress by staff and/or by contractors. In the Department of Housing Preservation and Development authorizes the issuance of repair jobs to vendors.

Upon request, may survey and inspect buildings and grounds for adequacy and proper operating conditions of the electrical equipment and systems to assist in determining maintenance/repair needs and methods of repair. Reports all hazardous conditions to the supervisor.

Confers with supervisor and contractors regarding interpretation of specifications, acceptability of specific materials and adherence to plans and safety standards.

Witnesses and passes upon tests required in specifications, applicable codes, and rules and regulations of government agencies. Acts as liaison between contractors and various inspectors to resolve problems as needed.

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Assignment Level I (continued)

Examples of Typical Tasks

Assists and advises Resident Engineers, Construction Project Managers, Property Managers and other supervisors in matters relating to electrical installations, maintenance and repairs, as needed.

Reviews and recommends for approval payments and requisitions submitted by contractors. Investigates appeals of contractors on rejection of equipment, materials or workmanship.

Maintains logs and records; prepares change orders, shop orders and scope of work orders, routine specifications, cost estimates, correspondence and reports, as required.

May supervise subordinates.

May, in the temporary absence of the supervisor, perform the duties of that person.

Assignment Level II

Under general supervision, has overall responsibility for the installation, maintenance and repair of more complex electrical equipment and systems as described in Assignment Level I. In addition, the following are typical tasks performed at this level:

Examples of Typical Tasks

Supervises and makes written evaluations of the performance and work of Electricians, Electrical Inspectors and/or Supervisors (AL I) performing installational, maintenance, repair duties as described above. May supervise staff in the mechanical and construction specialties.

Has direct responsibility for complex installations of electrical equipment and systems.

Surveys and inspects buildings and grounds for adequacy and proper operating conditions of the electrical facilities and insures their regular inspection. Takes appropriate action.

With Supervisors (AL I), conducts final inspection of contract work of a larger or more complex nature. Prepares the more complex building surveys and cost estimates; provides technical assistance to management with regard to highly technical repair jobs; authorizes the issuance of repair jobs of a more costly nature. Confers with contractors regarding more difficult repair jobs to ensure correct interpretation of specifications, acceptability of specific materials, adherence to plans and that they are in compliance with relevant City, State and Federal rules, regulations and safety standards.

Inspects hazardous conditions and takes appropriate action.

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Assignment Level II (continued)

Examples of Typical Tasks

Reviews and recommends for approval all contractors' bills and payments, shop orders and routine specifications prepared by Supervisors (AL I). Checks cost evaluation of change orders, etc.

Spot-checks ongoing contract work on installations, repairs, and maintenance for compliance with plans and specifications.

Acts on appeals of contractors on interpretations of specifications and contract drawings, and on rejection of equipment, materials or workmanship; conducts job meetings and hearings.

Provides technical guidance and training regarding electrical installations, maintenance and repair procedures, methods, standards, government rules and regulations and agency policies and procedures.

Reviews and recommends action on reports and correspondence prepared by subordinate staff.

Qualification Requirements

1. Four years of full-time satisfactory experience in the installation, repair and/or inspection of electrical equipment, at least two years of which must have involved a large building or facility of at least 100,000 square feet or a number of buildings, of at least 3 stories each adding up to a total of at least 100,000 square feet; or
2. At least two years of full-time satisfactory experience in a facility, building or buildings as described in "1" above and up to a maximum of 2 years education in an accredited college leading to a baccalaureate degree in engineering or engineering technology to make up the equivalent of the remaining required four years of experience. One year of acceptable experience will be credited for each 30 semester credits of the above education; or
3. One year of full-time satisfactory experience working for a city agency governed by the City Personnel Director Rules performing the full range of duties in the installation, repair and/or inspection of electrical equipment described above for this title, will be accepted as meeting the minimum qualifications only for the first examination given for this title.

Note: To be assigned to Assignment Level II personnel must have an additional one year of satisfactory full-time experience in the installation and inspection of electrical equipment.

Direct Lines of Promotion

From: None

To: To be determined.