



City of Phoenix ELECTRICAL MAINTENANCE FOREMAN

JOB CODE 74140

Effective Date: 11/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to supervise skilled Electricians in the installation, alteration, maintenance, and repair of electrical systems, equipment, and fixtures. The incumbent assigns duties and inspects the work of a small group of Electricians and helpers and personally performs some of the more difficult electrical tasks. Responsibilities also include inspection of existing facilities and installations, and making suggestions for alterations and revisions. Assignments are made by written or oral instructions of work to be done and work is reviewed for results in meeting the operating requirements of the system.

ESSENTIAL FUNCTIONS:

- Plans and supervises the work of skilled Electricians performing electrical installation, maintenance, and repair work on high, medium and low voltage, City-owned electrical wiring systems;
- Locates and repairs defects in electrical systems, which involves the performance of difficult electrical tasks;
- Trains and provides vocational development of subordinates;
- Estimates supplies and materials needed by Electricians and requests that they be ordered;
- Reviews for accuracy the written work of others, such as time cards, mileage sheets, and work reports;
- Reviews and updates maintenance procedures of Electricians, making recommendations for improvements;
- Inspects facilities and installations and recommends alterations or revisions;
- Monitors the workmanship and performance of subordinates by inspecting projects assigned to and completed by them;
- Remains aware of changes in the field by reading, attending training, actively participating in the day-to-day activities on the job, etc.;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:



City of Phoenix

- Electrical construction and maintenance practices.
- Procedures for installing all sizes of electrical conduit, cables, wires, switches, automatic starting equipment, pole line construction, etc.
- Standard practices, materials, and tools of the electrical trade.
- The hazards and precautionary methods peculiar to the trade.
- Municipal electrical code applicable to installation, maintenance, and repair work.

Skill in:

- Locating and repairing defects in electrical systems.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Accurately estimate time and materials needed for installation and repair jobs from blueprints or work plans.
- Read and work from drawings and specifications.
- Understand and effectively carry out oral and written instructions.
- Work cooperatively with other City employees and the public.
- Use electrical test equipment.
- Use graphic instruction such as blueprints, schematic drawings, layouts, or other visual aids.
- Read, interpret, and comply with City and National Electrical Codes.
- Communicate orally with customers, clients, or public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Perceive the full range of the color spectrum (example: working on electrical wires).
- Coordinate the movement of more than one limb simultaneously.
- Work in a variety of weather conditions with exposure to the elements.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Review or check the work products of others for conformance to standards.
- Calculate quantities, trends, times, distances, measurements, weights, etc. using addition, subtraction, multiplication, and division.
- Work under pressure to handle significant problems and tasks which come up simultaneously and/or unexpectedly, approaching deadlines, etc.
- Work safely without presenting a direct threat to self or others.
- Establish priorities for own workload based upon such factors as need for immediate action, work objectives, work schedule, knowledge of future needs, etc.
- Exercise independent initiative and judgment in accordance with accepted practices.



City of Phoenix

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience as a skilled electrician and completion of an electrical apprenticeship program. Other combinations of experience and education that meet the minimum requirements may be substituted.