



City of Phoenix

Electrical Maintenance Crew Chief

Job Code:	74140	Job Function:	Trades
Salary Plan:	001	Grade:	035
FLSA:	Nonexempt	Labor Assign:	ASPTEA
Benefit Cat:	007	EEO-4:	Skilled Craft
SOC:	47-1011	Last Revision:	June 2020

The listing of duties and responsibilities shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the essential functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

The fundamental reason this classification exists is to supervise skilled Electricians in the installation, alteration, maintenance, troubleshooting and repair of electrical systems, equipment, and fixtures. The incumbent assigns duties and inspects the work of a group of Electricians, Apprentices, and Helpers and assists, directs and oversees some of the more difficult electrical tasks. Responsibilities also include inspection of existing facilities and installations and making suggestions for alterations and revisions. The Crew Chief leads and coordinates project and repair requirements, manages work requirements, and plans for industrial or commercial electrical requirements at various facilities.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from an Electrical Facilities Supervisor or other supervisor. Supervision is exercised over Electrician, Electrician*Lead, Electrician Helper, or Electrician Apprentice (NC). Assignments are made by written and oral instructions and work is reviewed for results achieved.

ESSENTIAL FUNCTIONS:

- Plans, prioritizes 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
- Identifies and troubleshoots complex electrical problems and facilitates repairs to defects in electrical systems, which involves the performance of electrical tasks
- Trains, mentors and provides vocational development of subordinates
- Ensures staff have appropriate resources to complete their duties such as training, tools, and instructions
- Manages competing customer requirements with available resources to deliver services in the most efficient method
- Evaluates electrical requirements and creates scope of work
- Estimates supplies and materials needed by Electricians and processes purchase order requests
- Performs administrative functions to fulfill business operational needs and review staff work for accuracy
- Reviews and updates maintenance procedures of Electricians, making recommendations for improvements
- Inspects facilities and installations and recommends alterations or revisions



City of Phoenix

- Monitors the workmanship and performance of subordinates by inspecting projects assigned to and completed by them
- Remains current with means and methods to accomplish electrical work using latest processes, tools, and procedures

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Electrical construction and maintenance practices
- Procedures for electrical construction, repair and maintenance, including installation, repair, and replacement of all sizes of electrical conduit, cables, wires, switches, electrical distribution, automatic starting equipment, motors, equipment, control systems, variable drives and pole line construction
- Standard practices, materials, and tools, as well as hazards and precautionary safety methods specific to the trade
- Municipal electrical code applicable to installation, maintenance, and repair work
- National Electric Code and policies and procedures specific to the electrical trade

Ability to:

- Locate and repair defects in electrical systems
- Troubleshoot electrical problems, identify and establish appropriate remedy
- Write and verbally communicate to provide staff direction, provide updates to customers and management, and to create written reports
- 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 contractors, City employees and the public
- Use electrical test equipment, including oversight on preventative maintenance
- Interpret and use graphic instruction such as blueprints, schematic drawings, layouts, and 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, or in group settings
- 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.
- Move heavy objects (50 pounds or more) long distances (more than 20 feet).
- Travel across rough uneven or rocky terrain
- Remain in a standing position for extended periods of time
- Climb ladders or steps to reach work areas
- 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



City of Phoenix

- 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 needed for immediate action, work objectives, work schedule, knowledge of future needs
- Exercise independent initiative and judgment in accordance with accepted practices.
- Use software applications such as work order systems, SharePoint, Microsoft Office programs as well as smart devices
- Identify and use additional resources to complete electrical work such as coordinating the use of contractors to complete necessary scope of work

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.