



City of Phoenix

Electrical Facilities Supervisor

Job Code:	74160	Job Function:	Trades
Salary Plan:	001	Grade:	037
FLSA:	Exempt	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.

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to lay out moderately complex electrical installation or maintenance projects, to assign duties, and to supervise and inspect the work of the Electrical Maintenance Forepersons, skilled Electricians, and Electrician Apprentices. The Electrical Facilities Supervisor has responsibility for the training and development of employees.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from an Aviation, Convention or Building Facilities Superintendent, Deputy Director or other supervisor. Supervision is exercised over Electrical Maintenance Forepersons, Electricians, and Electrician Apprentices.

ESSENTIAL FUNCTIONS:

- Supervises the installation of conduits, wiring, fixtures, devices, and equipment in City parks, buildings, and for street and area lighting systems
- Oversees the installation, maintenance, and repair of City owned electrical equipment and wiring systems and state-of-the-art electronic circuitry
- Supervises the installation and maintenance of electrical power-driven systems and equipment of both high, medium, and low voltage
- Supervises and participates in the training and development of employees; Anticipates supplies and materials needed by Electricians and Electrician Apprentices and requisitions them
- Conducts surveys to determine if City buildings are properly lighted and recommends or takes corrective action as required
- Writes comprehensive reports and memos
- Writes detailed scopes of work for the performance of electrical installation and maintenance and the procurement of electrical equipment and services
- Ensures annual preventative maintenance plans are updated and implemented
- Maintains operating budget and expenditures

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:



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Knowledge of:

- Electrical construction maintenance principles and practices as they apply to the City buildings and programs
- Standard materials, tools and procedures of the electrical trade
- City electrical code as applicable to installation, maintenance and repair work
- Working knowledge of industry advisory notices and circulars, such as FAA Advisory Circulars
- Possible defects and faults in electrical wiring and appliances and effective corrective measures
- Hazards and precautionary methods required to operate in a safe manner while engaged in operations peculiar to the electrical trade
- National Electric Code and relevant City codes

Ability to:

- Use tools and operate equipment utilized in the electrical trade.
- Locate and repair defects in electrical systems
- Use Microsoft Office and Computerized Maintenance Management Systems
- Perform a broad range of supervisory responsibilities over others
- Make accurate estimates of time and materials needed for installation and repair work
- Lay out moderately complex wiring systems
- Understand and carry out oral and written instructions in the English language.
- Work cooperatively with other City employees and the public
- Communicate orally in the English language with customers, clients, or the public in face-to-face one-on-one settings, in group settings, using a telephone or mobile radio
- Observe or monitor objects or people's behavior to determine compliance with prescribed operating or safety standards
- Perceive the full range of the color spectrum to work with electrical wires
- Use graphic instructions such as blueprints, schematic drawings, layouts, or other visual aids found in the National Electric Code or other building and fire code books
- Comprehend and make inferences from written material
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Review or check the work product of others to ensure conformance to standards
- Work safely without presenting a direct threat to self or others

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:

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Three years of experience as a skilled Electrician including two years of experience supervising electrical maintenance crews. Other combinations of experience and education that meet the minimum requirements may be substituted.