

## **MAINTENANCE SUPERVISOR (ELECTRICAL)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory work which involves the scheduling, direction and training of work crews in the maintenance, repair and operation of buildings electrical systems and equipment including electronic systems. Some personal participation in crew activities as well as other related work may be required. The supervisory work also includes effectively recommending hiring, promotion, and disciplining of subordinates. All work is accomplished in accordance with prescribed policies under the general supervision of either a higher-level maintenance supervisor or a program administrator, with considerable leeway for the exercise of independent judgment in completing assigned work projects. Direct supervision is exercised over a number of employees including maintenance mechanics and assistant mechanics and helpers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and maintains a program of preventive maintenance;  
Determines work priorities and assigns projects to work crews and insures adherence to prescribed work schedules;  
Provides direction and guidance in maintenance and repair work involving complex electrical systems and equipment including electronic systems;  
Oversees electrical work performed by outside contractors;  
Assists in the preparation of detailed specifications for contracted electrical maintenance or electrical improvement projects;  
Trains new employees in the use of tools and equipment and in the use of maintenance techniques;  
Develops training programs to insure proper implementation of new practices and procedures;  
Maintains stores of materials, supplies and tools and the necessary inventory controls to assure appropriate inventory levels for and efficient maintenance program;  
Initiates orders for materials, supplies and tools;  
Evaluates on going activities, considers practical improvements, and makes pertinent recommendations to superior;  
Maintains time and production records and prepares written reports;  
Prepares cost estimates, including budget requests, for maintenance projects and program.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of systems, methods, procedures, and safety practices related to electrical and electronic maintenance work including equipment maintenance; working knowledge of the tools, materials and equipment used in electrical and related maintenance work; ability to read building plans; ability to schedule, direct, train and motivate a group of subordinates; ability to understand and carry out moderately difficult oral and written instructions; ability to get along well with others; ability to maintain records and prepare reports.

**MINIMUM QUALIFICATIONS:** Seven (7) years of experience in the maintenance and/or installation of building electrical systems. (Time spent as a Laborer or Trade Helper will not be considered qualifying experience).

(over)

**NOTE:** Graduation from an accredited technical institute or college with an Associate's degree in any applied science appropriate to the installation of building electrical systems may be substituted for three (3) years of experience, or other such schooling including vocational schooling may be substituted for experience on a year-for-year basis. Each year of supervisory experience in the maintenance and/or installation of building electrical systems will be considered to equal two (2) years of the required experience.

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Competitive