

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: ELECTRICAL SHOP SUPERVISOR**

#### **BASIC FUNCTION:**

Under the direction of the Director of Maintenance, supervise, coordinate and participate in the installation, maintenance, repair and alterations of various District electrical systems; train, schedule and supervise assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Supervise, coordinate and participate in the in the installation, maintenance, repair and alterations of various District electrical systems; inspect and troubleshoot electrical systems, motors, controls and wiring.

Train and supervise the performance of assigned personnel; coordinate and schedule electrical installation, maintenance and repair activities; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; arrange employee schedules; review and monitor employee time sheets.

Oversee and participate in the design, installation, repair and maintenance of electrical receptacles, switches, feeders, controls, power management systems, circuits, lighting systems and various specialized electrical systems; modify obsolete or unsafe electrical equipment and systems as appropriate.

Supervise and participate in the installation and maintenance of power distribution, transformers, circuit breaker systems, electrical panel boards and emergency lighting systems.

Assure compliance with District policies and building, health and safety codes applicable to the electrical trade.

Operate a variety of electrical tools and equipment including meters, recorders, testing equipment and a variety of hand and power tools; drive a vehicle to conduct work.

Work from verbal and written instructions, blueprints, sketches and work orders; respond to emergency needs as requested.

Spot check work of contractors and work crews to update supervisors on status of projects as requested.

Install and maintain a variety of lights, ballasts and fixtures.

Assist other maintenance personnel with completing projects as assigned.

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Estimate labor, time and material costs; monitor inventory levels of electrical supplies, materials and equipment; order, receive and oversee the storage of electrical supplies, materials and equipment.

Prepare and maintain a variety of records and reports related to assigned activities.

Collaborate with outside contractors on special projects.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, materials and equipment used in electrical installation, alterations and repair work.

Principles and practices of supervision and training.

Principles and practices of electrical systems.

Building, health and safety codes related to the electrical trade.

Hand and machine tools used in the electrical trade.

Appropriate health and safety procedures.

Technical aspects of field of specialty.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Proper lifting techniques

**ABILITY TO:**

Supervise, coordinate and participate in the installation, maintenance, repair and alterations of various District electrical systems.

Train, schedule and supervise assigned personnel.

Use electrical tools and equipment skillfully.

Plan and lay out electrical work.

Work from sketches, diagrams, blueprints, plans and specifications.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Estimate materials and supply needs.

Observe health and safety regulations and procedures.

Maintain records and prepare reports.

Plan and organize work.

Prioritize and schedule work.

Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in electrical work and five years experience performing electrical work.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Lifting, carrying, pushing and pulling heavy objects as assigned by position.  
Dexterity of hands and fingers to operate various tools and equipment used in the electrical trade.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Seeing to perform electrical duties.  
Climbing ladders and scaffolding.  
Standing for extended periods of time.  
Heavy physical labor.

**HAZARDS:**

Working around and with machinery having moving parts.  
Exposure to high voltage and electrical shock.  
Working on ladders or scaffolding.  
Working in a cramped or restrictive work chamber.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*