

# Senior Electrical Technician Supervisor

## CITY OF BOULDER CITY NEVADA

### CLASS TITLE: SENIOR ELECTRICAL TECHNICIAN SUPERVISOR

**BASIC FUNCTION:** This is a first line supervisory position responsible for managing the maintenance, repair and construction of the electric distribution substations to assure the provision of continuous and reliable electrical utility service.

**DISTINGUISHING CHARACTERISTICS:** The incumbent of this position routinely plans, coordinates, supervises, and evaluates the work of the substation technicians. In addition, this position serves as a backup to the Electric Distribution Superintendent with regards to the more technical aspects of the department dealing with power quality, system loading, power factor, Supervisory Control and Data Acquisitions (SCADA), and general system operation functions.

### REPRESENTATIVE DUTIES:

**(It is important to note that the duties listed below are "representative only" and are not intended to cover the full range or scope of duties in this class.)**

1. In the absence of the Electric Distribution Superintendent, serves as an advisor to the Public Works Director on electric matters pertaining to substations, power quality, system loading, power factor, SCADA and other general system operation functions.
2. Assists in planning, organizing and directing the work of the Electric Distribution Division.
3. Investigates customer complaints.
4. Assists with system protection and coordination studies.
5. Oversees the duties and responsibilities of the City Electrical Substation Maintenance Technician(s) and Electrician(s) and is responsible for scheduling the work activities of those positions.
6. Assists with the development of objectives related to the preventive maintenance, construction, and repair of City electrical facilities and of the electrical distribution system, including developing and implementing short-term plans to accomplish objectives.
7. Inspects the condition of the electrical distribution system and makes recommendations to the Electric Distribution Superintendent.
8. Prepares reports and memos for the Electric Distribution Superintendent on matters pertaining to responsibilities of this position.
9. Works with the public on matters related to the City's electric utility, including assisting with community sponsored events and meeting with citizens to answer questions and resolve problems.
10. Supervises the maintenance, construction and repair of electric substations to ensure reliable electric utility service.
11. Makes work assignments and monitors all activities of electric substation technicians for effectiveness and completeness; evaluates personnel on performance and conduct; maintains all appropriate safety standards; conducts safety meetings; provides training on various aspects of the work.

12. Develops a weekly work schedule, and plans workload requirements in accordance with designated priorities and objectives; organizes crew with manpower and equipment to accomplish assignments; writes stores requisitions and purchase orders; lays out materials.
13. Maintains budgetary control to keep operational costs within allowable limits.
14. Works closely with engineering personnel on new or revised installation projects involving compliance with specific designs and specifications.
15. Attends to personnel matters within his/her assignments, special requests, etc., as required to comply with the City's administrative policy.
16. Coordinates new substation construction by consulting with engineers on need for changes, assisting on specification development, determining amounts of materials, ordering materials, and inspecting work performed by outside contractors.
17. Provides person-hours information on maintenance of various electrical systems for use in budget preparation. Estimates future requirements for personnel, materials and supplies and equipment.
18. Participates directly in complex and difficult on-site maintenance and service activities; performs trouble-shooting and fault identification to determine nature of problem and make corrections.
19. Establishes annual maintenance and performance objectives for the maintenance of the electrical distribution system, and ensures their attainment.
20. Evaluates the quality and efficiency of the work performed by the electric substation technicians and electricians by making regular inspections of work, reviewing daily work reports, and advising and directing subordinate personnel in the improvement of work production and work methods.
21. Responds to citizen inquiries and complaints in a courteous and meaningful manner, including investigating to determine responsibility and methods of resolving the problem.
22. Maintains a competent and motivated work force by training, developing, and evaluating subordinates.
23. Prepares as-built maps of the electric substations and other electrical facilities.
24. Assures work sites are consistently set up and operated in a safe manner.
25. Performs other duties as may be assigned.

## **KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:** the theories and practices of construction, repair and maintenance of high and low voltage electrical lines; functions, characteristics, and proper care of tools and materials commonly used in electrical substation work; principles of electrical theory and the methods, equipment and materials used in the wiring of substation equipment; necessary safety precautions used in working on high voltage electrical lines; knowledge of the applicable laws, codes and safety orders covering electrical line work, principles and practices of training and supervision; theories and practices of electrical distribution planning and design; techniques of work scheduling and control.

**ABILITY TO:** perform difficult electrical work under hazardous conditions. Skill in training and supervising subordinates; coordinating work with other divisions, departments, and contractors; responding in an appropriate and timely basis to citizen suggestions, inquiries, and complaints; maintaining reliable and continuous electrical distribution service; establishing maintenance priorities, communicating effectively in

both written and verbal form; reading and interpreting electrical distribution construction plans and specifications and maintaining proper and accurate records.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school or G.E.D. equivalent and completion of an electrical journeyman level program with three years experience at the journeyman level.

**LICENSES:** Valid State of Nevada Motor Vehicle Operator's License and certification as journeyman in an electrical field or equivalent training and experience.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** This position reports to the Electric Distribution Superintendent. Responsibilities include the supervision of Electric Substation Maintenance Technician(s) and Electrician(s).

**PHYSICAL EFFORT:** Performs physically demanding work including bending, stooping, and reaching, and requiring manual dexterity.

**CONTACTS:**

- Co-workers and supervisors
- Staff from other City Departments
- Vendors
- Staff from other governmental agencies/power companies

**WORKING CONDITIONS:** Subject to the hazards involved in working in and around electrical systems, materials, and equipment.

**NOTE:** THIS CLASS IS NON-EXEMPT UNDER FLSA PROVISIONS.

The City of Boulder City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Boulder City encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.