

SUPERVISOR - ELECTRICIAN

Purpose Statement

The job of Supervisor - Electrician was established for the purpose/s of designing, installing, maintaining, repairing, altering, and upgrading of electrical systems and equipment of Natrona County School District (NCSD); and responsible for all electrical work accomplished throughout NCSD by licensed personnel, pulling permits when necessary; supervising assigned workers and operations; and monitoring assigned budgets.

This job is distinguished from similar jobs by the following characteristics: specific education requirements (see "Education" on page 2) include formal programs of study (i.e. apprenticeship programs, etc.) which are equivalent to a Community College degree or Vocational School degree or certificate.

This job reports to Manager - Maintenance Department

Essential Functions

- Approves all work requiring permits for the purpose of ensuring compliance with applicable legal codes (e.g. building, health, safety, etc.).
- Collaborates with appropriate stakeholders for the purpose of receiving instructions, answering questions, scheduling work, carrying out assignments, and providing information about work in progress.
- Coordinates activities for the purpose of ensuring safety and security of employees and property and to minimize exposure to injury, loss and/or liability.
- Coordinates assigned budget (e.g. plans, controls, monitors, etc.) for the purpose of meeting department objectives in compliance with district financial guidelines.
- Coordinates with stakeholders (e.g. administration, staff and other trades, etc.) for the purpose of completing projects efficiently and in compliance with financial, legal, and/or administrative functions and ensuring achievement of unit goals and objectives.
- Diagnoses problems and/or failures in electrical systems and/or related equipment for the purpose of identifying equipment and/or systems repair and replacement needs.
- Estimates and procures supplies, materials and/or equipment for the purpose of ensuring availability to support and complete work projects.
- Inspects electrical systems and their components for the purpose of ensuring safety and providing an ongoing program of preventive maintenance.
- Oversees assigned area (e.g. work area, vehicles, tools, equipment, etc.) for the purpose of ensuring all are maintained in safe, clean, and good working condition in accordance with accepted standards.
- Prepares written materials (e.g. work schedules, work orders, bids, supporting materials, etc.) for the purpose of documenting and communicating activities as required.
- Repairs and installs electrical systems and/or components (e.g. lighting, alarms, electrical panels, etc.) for the purpose of complying with building codes, meeting accessibility/functionality requirements of students, staff, and the public, and ensuring that items are available and in safe working condition.
- Responds to emergencies for the purpose of addressing immediate safety and health concerns.
- Supervises and manages the execution of routine and preventive maintenance programs (e.g. systems for collection of work projects; prioritization, planning, and scheduling of work projects; adjusting work schedules in response to changing priorities; documenting and communicating information, etc.) for the purpose of maximizing customer service and efficient and effective operations.

- Supervises assigned personnel (e.g. hiring, evaluating, terminating, scheduling and coordinating activities, professional development/training, advising, etc.) for the purpose of maximizing the efficiency of the workforce, meeting legal requirements and district objectives, and ensuring the provision of excellent customer service.
- Supervises department and personnel activities (e.g. program components, equipment/supplies budget, light duty assignments, critical timelines, contractor assignments, etc.) for the purpose of maximizing the efficiency of department activities.
- Trains personnel on proper use and maintenance of assigned equipment for the purpose of developing professional trade and safety awareness skills in compliance with district goals.

Other Functions

- Attends meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in maintaining and installing electrical systems and related equipment and components; operating standard office equipment; maintaining accurate and detailed records; personnel management; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: electrical systems and related equipment and components; handling of hazardous materials; methods of organizing, scheduling, and prioritizing work loads; safety practices and procedures; and knowledge of state/county/city building and fire codes.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; working with detailed information/data; setting priorities; working as part of a team; working flexible hours; working with frequent interruptions; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within specialized field is required.

Education Community College and/or Vocational School degree with study in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Masters Electrical License - City of Casper/State of Wyoming
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

16 hrs of Code Training upon license renewal
Asbestos Certified

Clearances

Criminal Justice Fingerprint/Background Clearance
MVR (Motor Vehicle Record) Clearance

FLSA Status

Exempt

Approval Date

11/8/2010

Salary Grade

Exempt 70BX

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____