

## **FACILITIES MAINTENANCE - ELECTRICAL SYSTEMS SUPERVISOR**

### **DEFINITION**

Under the direction of the Director of Facilities Maintenance, plan, coordinate and supervise the maintenance, inspection, repair, installation and modification to all districtwide electrical systems and electrical related utilities including, elevators, fire alarm systems, intrusion alarm systems, and campus lighting systems.

### **TYPICAL DUTIES**

Supervise and direct the activities of personnel engaged in the repair, installation, inspection, maintenance and modification of electrical power and distribution systems, sub-systems and related components; inspect facilities and recommend replacement, repair or improvement of systems; assist in the development of specifications for modification or replacement of components and systems related to electrical systems; review blueprints and recommend modifications; develop, plan, and schedule on-going maintenance and deferred maintenance projects and short and long-range replacement of capital outlay equipment; participate in staff meetings to plan and coordinate multi-trade projects; monitor schedules, completeness of jobs and projects, quality of work performed and efficiency of operation; assist in the coordination of the work of District contractors; inspect work in progress for compliance with specifications and appropriate codes; coordinate work with campus administrative staff; coordinate with and interface with all related outside governmental and regulatory agencies, including but not limited to SMUD, PG&E, Sacramento County Public Works, City of Sacramento Public Works, EPA, State and local fire departments, and Yolo County and El Dorado County; assist with the plans and design of maintenance, repair and construction projects; estimate materials, equipment and staffing needed; review campus work order requests for repair, replacement or new installation; inspect facilities and prepare cost estimates for campus review and budgeting; inspect facilities and identify facilities and prepare cost estimates for campus review and budgeting; inspect facilities and identify potential safety, health and other problems; schedule work; process daily invoices, weekly timesheets, maintain work order status report; compile information and prepare formal reports; coordinate and contract hazardous material handling and removal for PCB transformers, switch gear and ballasts; participate in the development of contingency plans and insure departmental responsiveness in emergency situations; interview, select and evaluate the performance of assigned employees; resolve conflicts and discipline personnel as appropriate; assist in budget development and monitor expenditures of assigned budget; obtain prior quotations from vendors for material and equipment requisitions as needed; develop and maintain adequate safety standards for work performed; perform related duties as assigned.

### **QUALIFICATIONS**

#### **EXPERIENCE**

Four years increasingly responsible experience, including two years in a lead or supervisory capacity, in the repair, installation, and operation of utility systems for commercial buildings.

**EDUCATION**

An Associate's degree from an accredited institution in electrical engineering or related field; **OR** a certificate of completion from a four-year journey level program in the electrical trade **AND** two additional qualifying years of experience.

**SPECIAL REQUIREMENTS**

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Must be willing to respond to emergency calls at night and on weekends as necessary. Any offer of employment is contingent upon the successful completion of a medical evaluation.

**KNOWLEDGE OF**

Perform the basic functions of the position; materials, tools, equipment and methods used in electrical, trade; elevators, cross-connection installation and codes; fire alarm and fire sprinkler systems, intrusion alarms and lighting systems; building codes, fire, health, and safety standards related to the above trades; occupational hazards and safety precautions used in working with electricity up to 4160 volts; principles of electricity and electronics theory; basic math, fractions, algebra and Ohms Law; parts, fittings, and boxes used for commercial installations; recordkeeping techniques; principles and practices of supervision and training; budget preparation and control.

**ABILITY TO (ESSENTIAL FUNCTIONS)**

Plan, coordinate, and supervise maintenance, inspection, repair, installation and modification of electrical systems; identify compatible conduit sizes, fitting, connections, materials and metals; interpret architectural drawings, blueprints and schematics; make mathematical calculations for time and material estimates; plan, organize, supervise and evaluate the work of assigned personnel at various locations throughout the district; reach, climb ladders, stoop, bend, traverse roofs and attics to conduct building inspections; develop and enforce safety work standards and high quality levels of service; maintain records and prepare clear and comprehensive reports; determine priorities and schedule work effectively and efficiently; interpret and implement District policy and bargaining unit contracts; allocate resources and participate in budget development; establish and maintain cooperative and effective working relationships with others; train, supervise and evaluate personnel; communicate effectively both orally and in writing.