

## ELECTRICAL TECHNICAL SUPERVISOR

### DEFINITION

Provides technical direction over electrical operations of the District, including control of specifications, procedures, and new product and equipment evaluations.

### TYPICAL DUTIES

- Provides technical advice to District designers, craft supervisors, inspectors, and contracting architects and engineers regarding fabrication, installation, and maintenance of electrical and electro-mechanical systems.
- Establishes, directs, and participates in the development and maintenance of quality standards for procedures, tools, materials, and equipment used in electrical work fabrication and installations.
- Supervises and participates in the development of task standards, job specifications, working drawings, and guides for work methods and procedures.
- Insures adherence to established standards by performing inspections and meeting with craft supervisors and seniors to inform them of deviations from standards and corrective action required.
- Monitors deferred maintenance projects by establishing long-range priorities and adjusting schedules as required, determining the unit to prepare designs, maintaining status records, coordinating projects with construction units, and maintaining expenditure records.
- Devises and conducts tests of materials, tools, and equipment to measure durability and assure conformance with building codes, fire regulations, and District specifications.
- Confers with governmental and District personnel regarding fire safety, environmental, structural, and other design requirements.
- Coordinates and assists in planning, scheduling, and selecting equipment and materials for installation or renovation projects with school personnel, sales representatives, utility representatives, and government officials.
- Reviews contracts and District designs for electrical work for conformance with approved standards and specifications.
- Prepares cost estimates for work projects.
- Assists in the preparation of the annual maintenance budget for regular and deferred maintenance projects.
- Approves requisitions for stock and nonstock materials and reviews low-value purchase orders for compliance with established standards.
- Provides technical expertise for the District Energy Conservation Unit.
- Analyzes problem situations and develops solutions by adapting techniques and materials.
- Reviews new products and materials and evaluates new products for efficiency and practicality.
- Arranges and conducts in-service training programs relating to electrical systems for craft supervisors, crafts personnel, and inspectors.
- Provides information to current and potential contractors, community representatives, vendors, and the public concerning District Standards and specifications for electrical fabrication and installation.
- Investigates electrical problems and acts as technical expert in cases and hearings.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Electrical Technical Supervisor is responsible for the technical direction of electrical personnel and determines and controls standards and specifications of equipment, material, and workmanship for electrical work performed by contractors and District personnel.

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventative maintenance, smaller construction projects, and custodial operations for a local district maintenance and operations area.

An Area Craft Supervisor oversees the overall craft operations in a designated Maintenance and Operations Area by supervising, assigning, inspecting, and evaluating the work of assigned staff; providing technical work direction to site-based staff; and monitoring, inspecting, and reviewing work performed by contractors.

## SUPERVISION

General direction is received from an Area Facilities Services Director, or designated supervisor or manager. General supervision is exercised over Senior Electricians. Technical supervision is exercised over District procedures, standards, methods, and materials related to electrical systems.

## CLASS QUALIFICATIONS

### Knowledge of:

- Current practices, processes, and materials used in the electrical field, including the design, construction, installation, and maintenance of electrical systems
- Testing and inspection methods for electrical systems
- Vendors, materials, and services provided in the electrical field
- Terminology, phrases, and conditions used in contracts and specifications
- City, County, State, federal, and other codes pertinent to the electrical industry
- Government building codes, orders, and ordinances
- Fire and safety regulations pertinent to electrical equipment and systems
- Methods and procedures used in planning and estimating projects
- Microsoft Word, Excel, Outlook, and PowerPoint

### Ability to:

- Plan and organize electrical installation and maintenance programs
- Develop techniques for defining project costs
- Read, interpret, and prepare preliminary drafts of blueprints, plans, and drawings
- Write clear and concise instructions and reports
- Compile and analyze data from surveys, studies, and inventories
- Work effectively with administrators, District personnel, regulatory authorities, and the public
- Communicate effectively, both orally and in writing
- Enter and retrieve data using computers

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, including two college-level courses in supervision, business management, personnel management, construction technology or craft-related subjects. Successful completion of the LAUSD Supervisory Training Program offered by Organizational Excellence may be substituted for a college-level supervision course.

### Experience:

Five years of journey-level experience as an electrician in the fabrication, installation, and the maintenance of electrical systems, including two years of supervisory experience or two years as a Los Angeles Unified School District Senior Electrician.

### Special:

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, by not limited to, asbestos and lead.

A Facilities Planner certificate is required by completion of the probationary period.

A valid California Driver License

Use of an automobile

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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LKD