

## AREA ELECTRICAL SUPERVISOR

### DEFINITION

Oversees the overall electrical operations in a designated Maintenance and Operations area. Supervises, assigns, inspects, and evaluates the work of the assigned staff, provides technical work direction to site-based staff, and monitors, inspects, and reviews work performed by contractors.

### TYPICAL DUTIES

Supervises, plans, assigns, schedules, inspects, and certifies completion of operations performed by District and contract personnel involving the construction, maintenance, repair, and alteration of facilities.

Monitors the fiscal management of the unit.

Develops, reviews, and revises work schedules with the concurrence of other craft supervisors, principals, and administrators.

Plans, coordinates, and schedules projects with community representatives, contractors, vendors, and the public.

Prepares correspondence, reports, procedures, and policies.

Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.

Trains and orients work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices.

Evaluates staff performance and conducts progressive discipline procedures when needed.

Allocates resources for projects.

Interprets and applies provisions of collective bargaining agreements.

Investigates accidents and develops and implements corrective and preventative measures.

Identifies and evaluates equipment, supplies, techniques, and systems.

Ensures compliance with procurement procedures.

Coordinates resolution of construction project issues in accordance with District policy, applicable laws and regulations.

Enters work order and requisition data utilizing computer systems.

Communicates effectively with District staff, consultants, and the public using District communication applications.

May act in place of a higher-level supervisor or manager in case of absence.

May participate or assist in obtaining contracts from private vendors.

May interact with, coordinate, and inspect the work of contractors.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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 the assigned staff; providing technical work direction to site-based staff; monitoring, inspecting, and reviewing work performed by contractors.

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 designated Maintenance and Operations area.

A Senior Craft person assists a supervisor or manager in overseeing the overall respective operations in a designated Maintenance and Operations area.

## SUPERVISION

General supervision is received from a designated supervisor or manager. Technical direction is received from an Electrical Technical Supervisor. Supervision is exercised over lower-level employees.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles of organization, personnel management, and progressive disciplinary procedures  
Pertinent employee health and safety laws, regulations, and District policies and procedures  
Pertinent provisions of labor contracts  
City, County, State, federal and other codes, laws, and ordinances pertinent to electrical work  
Practices, processes, materials and tools used in electrical construction and maintenance for repair of electrical systems and equipment, low voltage systems, below 600 voltage systems, above 600 voltage systems, light and power systems, clocks, bells, fire alarm systems, and electrically operated and motor-driven electrical equipment, machinery, and tools  
Wood framing, concrete, and masonry construction related to electrical work  
Design, construction, installation, and maintenance of electrical equipment and systems  
Microsoft Word, Excel, and Outlook

### Ability to:

Read and interpret blueprints, plans, drawings and specifications  
Enter and retrieve information using computers  
Recognize, analyze, and deal effectively with problems and issues  
Estimate costs of materials and labor  
Communicate effectively, both orally and in writing  
Work effectively with administrators, other District personnel, and the public  
Work well under pressure of multiple priorities and short deadlines  
Supervise, coordinate train, and evaluate the work of direct and nondirect reporting personnel  
Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment  
Maintain confidentiality

### Special Physical Requirements:

Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and lift up to 50 pounds in inspecting or assisting projects when needed  
Ability to work safely at heights of 50 feet or more with the use of ladders, scaffolds, and other related equipment  
Ability to work safely in confined spaces  
Adequate color perception to identify color-coded conductor wires  
Adequate hearing to listen to unusual sounds from transformers, fixture ballast, and fire alarms  
Normal smelling to detect burning transformers, breakers, conductors, switches, ballast, and relays

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

Four years of experience as an Electrician at the journey-level or higher, including one year of experience 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 Program 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 the position at any time.

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LKD