City of Bradenton
Job Descriptions

Job Title: Electrical Supervisor

Date Prepared:	June 1, 2015
Department/Location:	Public Works & Utilities – Engineering Section – Facilities Division
FLSA Status:	Non-exempt
Bargaining Unit:	None
Classification:	Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.
Schedule:	This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.
Supervision Exercised:	Electricians and Trainee(s)
Supervision Received:	Superintendent

General Purpose of the Position: The purpose of this intermediate level supervisor position is to provide second-level administration and management to the city's Electricians by providing direction, supplies, resources and training. Supervises Electricians assigned to a variety of activities associated with the operations and maintenance of the city's infrastructure including electrical system installations, repair and maintenance, ensuring system integrity for the protection of public health.

Essential Duties and Responsibilities:

- Direct, monitor and perform any and all duties and responsibilities of subordinate staff.
- Manage and maintain supplies and resources.
- Train and instruct Electricians in methods and procedures and assure that City and Department policies are adhered to and implemented.
- May act as Interim Superintendent in Superintendent's absence; relay information from upper management to Electricians.
- Coordinates with administrative staff to create Work Orders based on requests from the general public, as well as from City staff and outside agencies.
- Ensure safety of subordinates, work crews and the surrounding public.
- Authority to make simple customer service decisions outside of normal or standard guidelines; authority to negotiate with moderately dissatisfied/irate/difficult customers.
- Coordinate multiple field crew operations on multiple jobs.
- Interpret general work instructions into specific work assignments; review the work of subordinates to ensure quality and completeness.
- Approve equipment and material purchase orders; perform equipment inventory.
- Perform employee performance evaluations; approve timesheets, vacation and sick leave; recommend disciplinary actions and other employee activity.
- Make hiring and discipline recommendations to the Superintendent.

- Discuss personnel issues with employees; answer grievance issues within mandated time frames in an effort to solve problems; notify Superintendent of operation and personnel issues.
- Performs related work as required.

Skills and Physical Abilities Required:

- Knowledge of methods, materials and equipment used in the electrical field.
- Knowledge of applicable electrical codes, including State electrical safety orders.
- Knowledge of necessary precautions in working with high voltage power lines.
- Knowledge of fundamental safety regulations, and specifically those related to working with electricity and electrical systems.
- Apply and instruct others in the application of governing laws, rules, safety procedures and regulations.
- Communicate effectively in oral and written form.
- Plan, assign, and coordinate the work of multiple employee units (crews) engaged in duties of a technical nature or field work.
- Ability to provide, as appropriate, those skills and physical abilities expected of subordinate staff.
- Ability to work in close, confined spaces, walk, stand, stoop, kneel, crouch, or crawl, talk, hear, reach above shoulders, work overhead on ladders and platforms, use fingers and hands with dexterity, and feel and reach with hands and arms.
- Ability to lift up to 50 pounds and occasionally lift up to 80 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Equipment Used: Computer, cell phone, telephone, radio and all equipment and tools required for subordinates. Required to drive CDL vehicles including bucket truck with 60-foot lift and auger truck. Safety training and equipment are provided.

Education and Experience Required: High school diploma or GED equivalent. Five (5) years of experience in public works or utilities or equivalent experience. Good driving record and valid Florida driver's license. Must possess a valid State of Florida Class B CDL prior to appointment to position.

Environmental Conditions: Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessively loud noises from construction equipment, and occasional exposure to live electricity (up to 480 volts). Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. Must be able to work alone, if necessary. Frequently work at heights up to 35-feet and below ground. Subject to twenty-four (24) hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

Commercial Driver License (CDL): A Commercial Driver License (CDL) is required for this position.

Pay Grade: 115 **Salary Range: Minimum:** $16.03/hour **Maximum:** $24.05/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this

document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:
Department Director_____ **Date** 12-29-16

Human Resource ~~Director~~ Manager _____ **Date** 1/17/17
*Updated Dec 2015
**Updated Jun 2016