

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

---

<b>TITLE:</b>	Supervisor, Maintenance Electrician	<b>CLASSIFICATION:</b>	Classified Represented Supervisor (CSA)
<b>SERIES:</b>	Supervisor IV	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	1460	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Facilities Maintenance	<b>SALARY:</b>	Range 22 Salary Schedule G
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	01-01-1965
		<b>HR REVISION:</b>	09-22-2016

---

---

**BASIC FUNCTION:**

Supervise, plan, organize, coordinate, and direct the installation, alteration, maintenance, and repair of electrical and related components of district buildings; supervise journeyman-level trade's persons and other assigned personnel performing repairs and maintenance of district buildings and equipment. Duties listed below require independent judgment and analysis on an ongoing basis.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Supervise, plan, organize, coordinate, and direct the installation, alteration, maintenance, and repair of electrical and related components of district buildings. **E**

Supervise, train, and evaluate the performance of assigned staff and participate in the interview and selection of new employees; process personnel records; make recommendations concerning staffing; discipline assigned staff according to district policies and procedures. **E**

Prioritize, schedule, and assign work; receive work orders and dispatch assigned staff; check and inspect progress and completion of work ensuring it complies with applicable laws, rules, and regulations; respond to emergency situations on 24-hour call. **E**

Inspect and monitor assigned equipment; perform routine maintenance repair and make recommendations regarding repair or replacement. **E**

Estimate cost of materials and labor; prepare and submit requisitions for materials and supplies; monitor and review invoices and purchase orders with vendors; assure appropriate stock levels are maintained for the division; assist with annual division budget preparation activities as directed. **E**

Attend meetings, seminars, and courses for the purpose of acquiring knowledge and conveying necessary information related to maintenance staff functions. **E**

Communicate with district personnel, departments, contractors, volunteers, parents, students, regulatory agencies, interagency contacts, and professional service providers to provide technical information, coordinate activities, and

resolve issues, concerns, or questions regarding work orders and scheduling of projects; confer with district personnel regarding maintenance needs. **E**

Assist with monitoring and inspecting outside contract work to ensure it complies with applicable laws, rules, and regulations and district standards. **E**

Prepare and maintain a variety of records and progress reports related to division activities; operate a computer to maintain records and provide reports; check invoices and assure proper charges are accurately maintained; submit to appropriate personnel and departments as required. **E**

Assist in preparing and/or reviewing contract documents for purchase and delivery of equipment, materials, supplies and services for the purpose of coordinating requisition of required materials and services for facilities maintenance. **E**

Evaluate assigned classified personnel on performance and other attributes. **E**

Respond to emergency situations for the purpose of resolving immediate safety, operations, and logistical concerns; work an alternative work schedule which may include nights and weekends. **E**

Advise assigned supervisor in matters relating to facility and operations activities; provide information to civic and public groups and individuals as needed. **E**

Assist in analyzing annual operating costs and makes recommendations for assigned department budget; participate in short and long-term planning of capital improvement projects. **E**

Provide excellent customer service by establishing positive relationships with district personnel, vendors, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division; lift and carry heavy objects. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, completion of electrician apprenticeship program and nine years of increasingly responsible journeyman-level electrician experience. Preference will be given to persons with supervisory experience.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; employee entrance evaluation (lifting test); Department of Transportation drug and alcohol testing; provide personal automobile and proof of automobile insurance.

#### **KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Effective supervision practices, evaluation techniques, and leadership styles.  
Interpersonal skills using tact, patience, and courtesy.  
Budget preparation and control.  
Operation of computer terminal and other office equipment.  
Methods, techniques, equipment, tools, components, and materials used in the electrical building trade.  
Applicable building codes, regulations, policies, and procedures, and guidelines pertaining to a typical school.  
District organization, operations, policies, and procedures.  
Safe working methods and procedures.  
Health and Safety regulations.  
Technical aspects of field of specialty.  
Basic record-keeping techniques.  
Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary and composition.  
Reading and writing English communication skills.

**ABILITY TO:**

Supervise, plan, organize, coordinate, and direct assigned staff in the installation, alteration, maintenance, and repair of electrical and related components of district buildings.  
Supervise, train, and evaluate the performance of assigned staff.  
Communicate effectively, and maintain cooperative relationships.  
Analyze situations accurately and adopt an effective course of action.  
Prioritize, schedule, and assign work.  
Perform journeyman-level skilled electrical work.  
Assure accurate, cost effective, and timely completion of work assignments.  
Estimate cost of materials and labor.  
Order parts and supplies according to established guidelines.  
Operate a computer to maintain records and prepare reports.  
Work from blueprints, sketches, shop drawings, and diagrams.  
Operate and maintain specialized tools of the building electrical trade.  
Lift and carry heavy objects according to safety regulations.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Understand and follow oral and written directions.  
Observe legal and defensive driving practices.  
Perform basic function of the position.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office, shop, and school environment; drive a vehicle to conduct work; noise from equipment operations; exposure to adverse weather conditions; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information; seeing to read work orders, blueprints, shop drawings, sketches, manuals, diagrams, and monitor activities; walking or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and specialized hand tools and equipment; crawling, climbing ladders and working from heights; bending at the waist; kneeling, or crouching; reaching overhead, above the shoulders, and horizontally; lifting, pulling, pushing, and carrying heavy objects.

**SAMPLE HAZARDS:**

Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber such as attics and crawl spaces; working around and with machinery having moving parts; electrical power supply and high voltage.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.