



## CLASS SPECIFICATION

2/11/00

### ELECTRICAL SERVICES MANAGER, 5265

**Summary of Duties:** An Electrical Services Manager plans, directs, organizes, and reviews through subordinate supervisors, the design, construction, operation, repair, and maintenance of major electrical facilities, underground and overhead electric transmission and distribution systems, hydroelectric power plants, DC converter stations, steam-electric generating plants, and the load dispatching operations for the Department of Water and Power; plans, organizes, and directs through subordinate supervisors, the development, review, implementation and management of training and safety programs; directs activities for a group/section or a large division within the Department of Water and Power; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** Incumbents in the class of Electrical Services Manager, used solely in the Department of Water and Power, are responsible for directing, through subordinate supervisors, craft, technical, professional, and clerical personnel engaged in the design, construction, operation, repair, customer service, installation, and maintenance of electrical facilities, underground and overhead electric and transmission and distribution systems, hydroelectric power plants, DC converter stations, and steam-electric generating plants. Assignments are received in terms of broad objectives, and incumbents are given wide latitude in the determination of activities and methods to achieve those objectives. Incumbents as second or third level supervisors, typically supervise a large group of professional, technical, and clerical employees, and are fully responsible for their work and the work of their subordinates.

Incumbents in the class of Electrical Services Manager, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including the application of discipline, training, processing and resolution of grievances, evaluation of performance, and administration of Memoranda of Understanding.

**Examples of Duties:** An Electrical Services Manager:

- Plans, assigns, directs, coordinates, and reviews through subordinate supervisors, the work of professional, technical, craft, and clerical personnel engaged in the design, customer service, construction, installation, operation, maintenance and repair activities of electrical facilities, underground and overhead electric and transmission and distribution systems, hydroelectric power plants, and steam-electric generating plants;
- Plans, organizes, and directs through subordinate supervisors, the development and implementation of safety and training programs;
- Participates in budget development, formulates staffing levels, and reviews and authorizes budgetary requests submitted by subordinate supervisors;
- Develops Business Team goals, objectives, work methods, procedures, and performance measures;
- Prepares or supervises preparation of complex narrative and statistical reports and correspondence;

- Coordinates construction work activities with Business Unit managers, vendors, contractors, and representatives from other utilities;
- Implements and enforces safe work practices and procedures for construction activities;
- Investigates accidents and other safety related issues and takes corrective action;
- Makes recommendations for the solution of complex and sensitive problems pertaining to operations, programs, finances, personnel, equipment, supplies, and physical facilities;
- Confers with and advises top-level management and elected officials on a variety of difficult and operating problems;
- Represents management at meetings with other governmental jurisdictions, City departments, private agencies, and before City Commissions, the City Council and its Committees, and presents information and reports on actions taken;
- Advises and coordinates with management the processing and resolution of employee grievances;
- Applies a variety of techniques to fully utilize the skills and potential of subordinate employees;
- Maximizes productivity through effective communication with and motivation of subordinate employees;
- Communicates equal employment/affirmative action information to employees;
- Assists subordinate employees in preparing for promotion as described in the City's Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**Knowledges of:**

- Fundamental principles of electricity as related to its generation, transmission, and distribution;
- Effective safety principles and practices and the hazards of working near energized equipment;
- Fundamentals of electricity and electronics as related to the installation, operation, and maintenance of electric equipment;
- Contracts between other vendors and utilities and the Department of Water and Power;
- Organization and policies of the Power System;
- Recent developments in methods and equipment which may increase productivity and/or safety of personnel;
- Administration of a large organization including planning, budgeting, and human resources administration;
- Laws and regulations relating to equal employment opportunity and affirmative action;
- Principles and practices of supervision, including planning, delegating, reviewing, and controlling the work of subordinates;
- City personnel rules, policies, and procedures;
- Memoranda of understanding as they apply to subordinate personnel.

**The ability to:**

- Manage through subordinate supervisors;
- Plan, organize, and direct the work of a large group of technical, professional, craft, and clerical employees;
- Resolve budgetary and personnel problems;
- Use sound judgment and take appropriate action in emergency situations;

- Direct record keeping activities;
- Prepare comprehensive and detailed reports;
- Improvise and adapt new methods to expedite work assignments/projects;
- Deal tactfully and effectively with elected officials, Commissioners, engineers, contractors, representatives of other utilities, and the public;
- Develop subordinates through performance feedback, and motivate subordinates to maximize productivity;
- Establish and maintain a work environment to enhance both employee morale and productivity.

**Minimum Requirements:** Two years of full-time paid experience as a Transmission and Distribution District Supervisor, Sr. Electrical Mechanic Supervisor, or Sr. Load Dispatcher; **or** two years of full-time paid professional engineering experience in a class at the level of Electrical Engineer supervising office or field personnel in the construction, operation or maintenance of power utility or distribution systems; **or** three years of full-time paid experience in a class at the level of Steam Plant Operating Supervisor supervising operations and maintenance personnel at a Steam Plant; **or** four years of full-time paid experience as an Electrical Mechanic Supervisor or Chief Electric Plant Operator.

Appointments to positions in this class are subject to a one-year probationary period as provided by Section 109 of the City Charter.

**License:** Some positions may require a valid California driver's license.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.**