



## CLASS SPECIFICATION

03-09-2017

## ELECTRICAL TEST TECHNICIAN SUPERVISOR, 7518

**Summary of Duties:** An Electrical Test Technician Supervisor supervises the work of a group of Senior Electrical Test Technicians, Electrical Test Technicians, Electrical Craft Helpers, and other classifications engaged in the testing, investigation, calibration, adjustments, installation, evaluation, repair and maintenance of major electrical and electronic equipment and related materials, both high and low voltage electrical circuits in underground and overhead electric transmission and distribution systems, customer and industrial stations, receiving and generating stations; smart-grid systems, and other conventional and renewable generation resources for the Department of Water and Power; may also perform the more difficult work when supervising jobs in the field; fulfills Equal Employment Opportunity responsibilities; and does related work.

**Class Characteristics:** An Electrical Test Technician Supervisor functions as a supervisor over journey-level craft employees scheduling, coordinating, training, and evaluating assigned personnel in all functional areas, which include: high and low voltage testing, calibration repair, maintenance, adjustments, and investigation of equipment and materials. They are responsible for the application of discipline; processing and resolution of grievances; evaluation of performance; developing group goals, objectives, work methods, procedures and performance measures; developing and managing the budget for the group's intermediate and long range plans; identifying training and workforce development needs; analyzing and prioritizing group activities; resolving operational issues and enforcement of safe work practices; and may occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

**Example of Duties:** An Electrical Test Technician Supervisor:

- Supervises a group of Senior Electrical Test Technicians, Electrical Test Technicians, Electrical Craft Helpers and other classifications engaged in the inspection, testing, investigation, calibration, adjustments, installation, evaluation, repair and maintenance of major electrical and electronic equipment and related materials;
- Trains and instructs subordinates on the proper performance of functions;
- Attends and conducts safety meetings and disseminates safety information to subordinates;
- Reviews work for conformity to Department standards and established procedures, blueprints and specifications;
- Schedules and coordinates work activities;
- Maximizes productivity through effective communication and motivation of subordinate employees;

- Analyzes and prioritizes group activities and makes recommendations for the solution of complex and sensitive problems pertaining to operational issues;
- Confers with engineers and other supervisors and executives in connection with the planning and organizing of installation and commissioning projects;
- Provides sound recommendations and solutions to technical problems, and evaluations of failed equipment;
- Monitors and reports on work progress to supervisor and management;
- Responsible for the performance of the full range of supervisory tasks including application of discipline, processing and resolution of grievances, evaluation of performance, and administration of Memoranda of Understanding;
- Develops and implements work methods, policies and procedures, performance measures, and enforces safe work practices;
- Investigates accidents and other safety-related issues and takes appropriate corrective action;
- Plans, organizes, and directs, through subordinate supervisors, the development and implementation of safety and training programs;
- Develops and manages the working group's budget, including developing intermediate and long range plans, identifying training and workforce development needs, providing staffing justifications, and procurement of equipment;
- Coordinates the work of subordinate supervisor(s), reviews work requests, plans, and specifications, and provides technical support as required;
- Coordinates work activities with other unit managers, administrative personnel, vendors, contractors, and representatives from manufacturers and other utilities;
- Participates in Joint Labor Management Committees;
- Fulfills supervisory responsibilities related to Equal Employment Opportunity and the Americans with Disabilities Act;
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

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

**Knowledge of:**

- Methods, protocols, materials, and tools used in testing, investigation, calibration, adjustments, installation, evaluation, repair and maintenance of electric meters, relays, instrumentations, transformers, circuit breakers, insulation and other electric equipment used in underground and overhead electric transmission and distribution systems, customer and industrial stations, receiving and generating stations, smart-grid systems, and other conventional and renewable generation resources;
- Fundamental principles of electricity and electronics;
- Power System equipment, instrumentation, controls, design, construction, and maintenance of electrical systems;
- Principles of operation, characteristics and common sources of trouble in electric meters, instruments and equipment used in the Power System;
- Test techniques and procedures;
- Proper use and application of tools, instrumentation and computer based control systems;
- Analysis of equipment failure, recommendations, and remedial actions;
- Power System policies and procedures;

- Safe work procedures concerning working on high and low voltage equipment;
- CAL/OSHA Title 8 and LADWP Safety Rules;
- New technologies applicable to power system operations;
- Laws and regulations relating to Equal Employment Opportunity and the Americans with Disabilities Act;
- 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;
- Mutual Gains Bargaining Process.

The ability to:

- Plan, schedule, organize, coordinate, and supervise the work of subordinates;
- Develop and implement work process control and provide innovative solutions to complex problems;
- Evaluate technical problems;
- Resolve budgetary and personnel problems;
- Use sound judgment and take appropriate action in emergency situations;
- Prepare comprehensive and detailed reports;
- Improvise and adapt new methods and assign personnel in accordance with job requirements to expedite work and project completion;
- Develop subordinates through performance feedback and motivate subordinates to maximize productivity;
- Establish and maintain a work environment conducive to enhancing employee morale and productivity;
- Deal tactfully and effectively with subordinates, other employees, and the public.

**Requirements:**

1. Two years of full-time paid experience as a Senior Electrical Test Technician with the City of Los Angeles; or
2. Four years of full-time paid experience as a journey-level Electrical Test Technician with the City of Los Angeles.

**License:** A valid California driver's license and good driving record is required.

**Physical Requirements:** Strength to perform average lifting of up to five pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight; may face severe working conditions outdoors on or near energized equipment.

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 reasonably accommodate the limitations.

**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 all of the duties and responsibilities of any position shall be.**