

SENIOR ELECTRICAL MECHANIC SUPERVISOR
(CLASS CODE 3836)

Task List – 2020

SAFETY FOCUS

1. Reviews, prepares, and/or schedules safety-related classes such as Annual Refresher Courses and Safety Meetings on topics in first aid, fall protection, Personal Protective Equipment (PPE), hazards associated with jobsites including asbestos, hazardous fumes, lead oxide dust, and the presence of Polychlorinated biphenyls (PCBs) in order to ensure staff remain current on and recognize potential safety hazards at work sites.

WORKFORCE MANAGEMENT

2. Sets priorities for subordinate supervisors based on division organizational mission, power system needs, and budgetary constraints on available resources for work projects, including the need for repair and maintenance for customers of Department of Water and Power, City departments, major account groups, and large industrial/business consumers in order to schedule jobs that conform to work programs of other units and minimize interferences.
3. Communicates with various parties such as management, multiple sections within the department, and customers the need to arrange electrical power outages with Department of Water and Power organizations, energy control centers, and other power systems based on electrical service needs in order to justify and explain the necessity of conducting repair, maintenance, and/or overhaul work projects.
4. Reads and interprets documentation such as the Scheduled Inspection Repair/Renovation report and/or the Construction Work Projects report in order to set job priorities, plan projects, and/or review additions and betterments for repair, maintenance, and overhaul jobs.
5. Discusses proposed job plans with first-level supervisors and subordinate personnel, including pertinent information such as schematic diagrams, labor costs, material needs, blueprints, equipment needs, and available personnel in order to assign and plan repair, maintenance, and overhaul jobs.
6. Writes periodic narrative report containing budgetary data such as cost overruns and underruns on repairs, maintenance, and overhauls jobs in order to project costs and inform department management of work progress.

7. Visually inspects and reviews job sites for compliance in areas such as safe employee work practices, quality of work, and adherence to job schedules in order to make recommendations and ensure work is completed in accordance with standards, schedules, budgetary estimates, and approved plans.
8. Reviews project report documentation, such as first-level supervisory job logs that include accurate reporting of job progress, personnel overtime hours, and equipment usage in order to ensure job is within budget and on schedule.

SUPERVISION

9. Applies the principles of Equal Employment Opportunity (EEO) through the promotion of a positive work environment through training, discussion and monitoring of the employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation in order to take appropriate corrective action when necessary to ensure compliance with City and department policies and procedures.
10. Conducts evaluations noting good or poor job performances for employees in areas relevant to the job, documents employee evaluations, and discusses evaluations with employees in order to provide feedback, identify and track developmental needs, and prepare employee for career advancement opportunities.
11. Communicates to employees orally and in writing, including information from management such as policy changes or department objectives and priorities, interpretations of City policies, Memorandum of Understanding (MOU), job information, and information about assignment.
12. Receives and addresses employee concerns, including grievances, with subordinates and/or shop stewards, and, if unable to resolve, refers matter to management in order to comply with City and Department policies and regulations and/or Memoranda of Understanding.
13. Makes recommendations to settle personnel problems and determines disciplinary action such as documentation, oral warning, Notice to Correct Deficiencies, suspension, and/or discharge in order to correct violations of departmental and safety rules.

TRAINING/DEVELOPMENT

14. Identifies training needs and establishes employee training program requirements with multiple organizations such as subordinate supervisors, Department of Water and Power Training personnel, outside contractors, and in-house specialists in order to develop employee training programs.

15. Writes annual narrative training report including training requirements, cost analyses and other information such as number of hours, budgetary requirements, labor costs, number of employees to be trained, training site costs, training time period, and potential costs in order to set up and fund training programs.

OTHER

16. Attends trade shows and/or meets with manufacturers such as vendor representatives in order to assess types of new equipment and technology for possible departmental purchases.

17. Evaluates and approves work estimates submitted by engineers, supporting organizations, and outside contractors to ensure that electrical repair and maintenance work is performed within budget and job specifications.

18. Inspects the sites of proposed electrical repairs and/or maintenance jobs to be performed by engineers, supporting organizations, and outside contractors in order to ensure work conforms to budget job specifications, quality control, and as agreed upon in the contract.