

**Summary of Duties:** A Street Lighting Electrician Supervisor plans, organizes and directs the work of street lighting employees engaged in various activities of the Field Operations Division of the Bureau of Street Lighting, including construction, repair, yard, shop and warehouse activities. In addition, an employee in this class may assign, review and evaluate the work of several crews engaged in such activities in a major geographical area of the City. A Street Lighting Electrician Supervisor applies supervisory principles and techniques in building and maintaining an effective work force and fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** Under the direction of the Assistant Director Bureau of Street Lighting, an employee in this class provides the full-time supervision and technical expertise required for the efficient operation of the City's street lighting construction and repair program. This class differs from other craft supervisor classes in that it involves specialization in electrolier street lighting construction and repair. It differs from Street Lighting Engineer classes in that it is responsible for street lighting electrical field activities rather than the design aspects of the street lighting system.

**Examples of Duties:** A Street Lighting Electrician Supervisor:

- \* Directs or assists in directing the City-wide street lighting, construction and repair program;
- \* Directs through subordinate supervisors the inspection, removal, repair and replacement of damaged or defective electroliers, fixtures, equipment and wiring;
- \* Assists in the equipment evaluation and testing activities of the Bureau;
- \* Manages and coordinates the efficient use, ordering and storing of vehicles, supplies, tools, equipment and materials used in the field, shops and yards;
- \* Coordinates the supply of materials and equipment with fieldwork schedules;
- \* Plans, schedules and assigns work on a daily basis;
- \* Coordinates with utility substructure and construction work in progress;
- \* Assigns work and personnel during changing conditions as required by plans;
- \* Instructs subordinates and other employees in work policies;
- \* Assists in establishing and maintaining good inventory records and practices;
- \* Develops or assists in developing work methods procedures and in estimating material and labor costs of scheduled work;
- \* Develops and implements training programs;
- \* Prepares correspondence and reports for various administrative matters;
- \* Reviews injury and accident reports and recommends corrective action where necessary;
- \* Supervises crews engaged in installing, relocation and repairing street lights;
  
- \* Makes field inspection of proposed job sites to determine equipment and personnel requirements;
- \* Spot checks work in progress and checks completed work for compliance to plans and specifications;
- \* Answers questions and resolves problems for journey-level workers and other employees;
- \* Explains requirements and directs procedures as required for specific jobs;
- \* Evaluates work performance;
- \* Assures that crews employ safe practices and provide adequate protection for pedestrians and vehicles;
- \* Supervises portions of more difficult or hazardous assignments;
- \* Investigates reports of faulty or unsafe equipment and arranges for correction;
- \* Locates conduit in the field for contractors and other agencies;
- \* Provides work clearances to other departments as required;
- \* Reviews work reports for accuracy;
- \* Reads and interprets plans, layouts, wiring diagrams and specifications;

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

emergencies.

**Qualifications:** A Street Lighting Electrician Supervisor must have

**A good knowledge of:**

- \* Methods, materials, tools and equipment used in the installation, testing, repair and modification of street lighting electrolier, protective, control and related equipment;
- \* Safety practices, principles, laws and regulations;
- \* Hazards of working on energized high-voltage street lighting circuits and equipment in traffic and in the proximity of energized lines and equipment;
- \* Common sources of trouble in such equipment and devices;
- \* The use of rigging and hoisting equipment and concrete mixing and finishing as applied to post erecting;
- \* Symbols, terminology and methods of interpretation and analysis of diagrams, plans and specifications related to the construction, reconstruction and repair of street lighting systems;
- \* Supervisory principles and practices including: planning, delegating and controlling the work of subordinates;
- \* Techniques of training, instructing and evaluating of subordinate's work performance;
- \* Techniques for counseling, disciplining and motivating subordinate personnel;
- \* Knowledge of the procedures for grievance handling;
- \* Knowledge of supervisory responsibility for EEO/AA as set forth in the City Affirmative Action Program;

**A working knowledge of:**

- \* Memoranda of understanding as they apply to subordinate personnel;

**A general knowledge of:**

- \* City personnel rules, policies and procedures;
- \* Modern storekeeping and inventory control methods;
- \* Budget practices;
- \* Field practices of utilities and contractors as they relate to construction and repair of street lighting systems;

**The ability to:**

- \* Prepare work, progress, cost and other reports;
- \* Keep and direct the maintenance of records
- \* Deal tactfully and effectively with employees and the public;
- \* Plan, direct, schedule and evaluate the work of several crews;
- \* Estimate personnel, material, time and equipment requirements of work orders and for the construction and repair program;
- \* Establish and maintain a work environment to enhance both employee morale and productivity;
- \* Apply sound supervisory principles and techniques;
- \* Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

**Minimum Requirements:**

Two years of experience as a Street Lighting Electrician or in a class at least at that level in the construction and repair of high voltage street lighting systems.

**Licenses:** A valid California driver's license is required prior to appointment. A valid Stinger Crane (limited) equipment operator license issued by the Department of Building and Safety must be presented before completion of the probationary period.

**Physical requirements:** Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability and good eyesight.

Those with medical limitations may be able to perform the duties of this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

**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.**