

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

4/24/08

### ELECTRICAL REPAIR SUPERVISOR, 3855

**Summary of Duties:** An Electrical Repair Supervisor supervises a group of Electrical Repairers and helpers engaged in a variety of skilled electrical rewinding, repairing, rebuilding, assembling, troubleshooting, maintenance and rigging work, both in the shop and in the field; and performs related duties.

**Distinguishing Features:** An Electrical Repair Supervisor is responsible for a crew of Electrical Repairers and other employees, which are engaged in the extensive and detailed repair, rewinding, and rebuilding of rotating and other electric equipment, rather than with the installation and routine field maintenance and repair of electric equipment, wiring, and circuits in electric plants and installations. The primary responsibility of an employee in this classification is to maintain a high level of production efficiency. Electrical Repair Supervisors may also perform the more difficult repair work when supervising jobs in the field.

Electrical Repair Supervisors are also responsible for the enforcement of safe work practices, assuring that proper clearances are secured, and for the quantity and quality of subordinates' work. Assignments are normally received in the form of blueprints, sketches, e-mails, written correspondence and verbal instructions. The work is normally checked by inspection and review of work reports by supervisors.

**Examples of Duties:** An Electrical Repairer Supervisor:

- Supervises a group of Electrical Repairers and helpers;
- Reviews electrical diagrams;
- Instructs subordinates on particularly difficult or unusual work;
- Attends and conducts safety meetings, disseminates safety information to subordinates, and assures that safe working conditions exist;
- Reviews work for conformity to Department standards and established procedures, blueprints and specifications;
- Inspects electric equipment and analyzes the cause of improper operation or failure;
- Makes estimates of time and materials required to perform electrical repair work;
- Coordinates preparation of estimates, assignment of work, and establishment of schedules for repair and fabrication work with the structural steel, machine, wood, and paint shops;
- Requisitions materials and tools and obtains credits for excess or recovered materials;
- Discusses repair work with manufacturers' representatives and senior supervision;

- Prepares working sketches of individual jobs;
- When supervising field crews, obtains “clearances” and “OK tos” from station personnel to remove equipment from service;
- Keeps records of work progress and makes time and work reports; and
- Drives automotive equipment applicable and incidental to position duties.

Employees in this classification may occasionally be assigned to other duties for training purposes, or to meet demands associated with technological changes or emergencies.

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

**Knowledge of:**

- Methods, materials, tools, and equipment used in repairing, rewinding, and rebuilding a variety of electric rotating and auxiliary equipment, such as alternating and direct current motors, motor generator sets, generators, induction voltage regulators, switches and disconnects, steam and hydro-generating, and various types of transformers, and in fabricating special apparatus and switchboards;
- Fundamentals of electricity as related to electrical repair work;
- Internal functioning and connection of rotating and other electric equipment;
- Methods, stress limits, and equipment used in moving and hoisting heavy equipment;
- Hazards and safety precautions relating to electrical repair work and first aid;
- Principles and practices of supervision;
- Policies and procedures relating to electrical repair work in the Department of Water and Power;
- Electrical and mechanical characteristics of electric equipment;
- Laws and regulations relating to equal employment opportunity;
- City personnel rules, policies, and procedures; and
- Memoranda of Understanding, as they apply to subordinate personnel.

**Ability to:**

- Use the tools needed in electrical repair work;
- Read and interpret electrical diagrams;
- Understand and follow written and oral instructions;
- Supervise subordinates and enforce safety rules and regulations;
- Prepare and review estimates of equipment repair costs;
- Inspect designs, specifications, and modifications of electric equipment to determine if it will function satisfactorily from a practical standpoint;
- Interpret test results, keep records, and makes reports;
- Use a computer to acquire and organize data, keep records, and prepare reports;
- Communicate in an effective manner orally and in writing;
- Work at elevated heights and in confined spaces, sometimes for extended periods, during electrical repair activities;
- Understand, apply, and enforce safe work practices; and
- Deal tactfully and effectively with other employees and the public.

**Minimum Requirements:**

Four years of full-time paid experience as an electrical repairer.

**Licenses:**

A valid California driver's license is required prior to appointment.

Some positions may require the ability to obtain a license to operate a forklift or a crane.

**Physical Requirements:**

Average lifting of up to five pounds, and occasionally over fifteen pounds; good speaking and hearing ability, and good eyesight; may face severe working conditions outdoors and on or near water; may work in confined spaces or awkward positions for extended periods.

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 the duties and responsibilities of any position shall be.