

**ELECTRICAL REPAIR SUPERVISOR
TASK LIST (3855) - 2021**

1. Supervises a group of Electrical Repairers and helpers engaged in assignments such as overhauling, inspecting, repairing, rewinding, and rebuilding a variety of types and sizes of electrical, hydraulic, steam equipment, and their auxiliaries; cranes; elevators; and building maintenance in order to assign, coordinate, and review work related to electrical systems.
2. Assists in the development of procedures used in repairing, overhauling, and modifying a variety of utility equipment using experience and records of repairs, the expertise of manufacturers' representatives, engineering, and operating personnel, and the advice of consultants and members of other utilities in order to complete the work in a safe and timely manner.
3. Interprets and analyzes project instruction, plans, and specifications in order to prepare estimates such as project material, time, and labor requirements and costs.
4. Works with drawings for major repairs, reinstallations, and modifications, and interprets engineering drawings for clarification so that journey-level employees can use them.
5. Directs a crew in tasks such as the installation of heavy equipment using wire slings, chain falls, hoists, and other rigging devices, forklifts, and cranes by selecting or approving the method and the devices to be used; organizing the crew and making assignments; describing actions critical to performance in tailgate meetings and other prior planning meetings; inspecting tools and equipment for condition; inspecting the work site for safety hazard identification and mitigation, obstacles, and housekeeping; observing crew members for any unsafe clothing, personal equipment, and work practices in order to observe the progress of the work and take any necessary corrective actions.
6. Completes standard and narrative reports such as work progress, procedures, quality assurance, and special problems, including the use of materials, tools, and labor, in order to serve inventory and management controls.
7. Directs the application of safety measures and the safety program in order to prevent on-the-job accidents and ensure compliance with safety rules and regulations (e.g. Cal/OSHA, DOSH, department safety rules).
8. Requisitions items such as materials, supplies, and tools for the work of field and shop crews through department warehouses.
9. Obtains information from contacts such as vendors, manufacturers' representatives, and members of other divisions and other City departments in order to obtain information regarding parts, materials, and service.

10. Provides the supervision of crew members, reviews and approves time, requests for vacation, sick, and other leaves of absence; prepares employee evaluations for trainees, probationary Electrical Repairers, Electrical Craft Helpers, and other subordinate employees; counsels employees on work and career related issues; identifies training needs, provides training, and recommends training of crew members; makes commendations and applies disciplinary measures in accordance with the Los Angeles Department of Water and Power Manual for Disciplinary Action; interviews eligibles and recommends appointments in accordance with the Department Selection Interview Handbook; answers employees' complaints and participates in grievance handling; and applies the principles and practices of Equal Employment Opportunity in the achievement of department goals in order to comply with departmental requirements.
11. Utilizes department software such as Maximo and Worktech for time management and asset management.