

Senior Electrical Repair Supervisor
(Class Code 3856)
Task List

I. Supervision

1. Conducts meetings with subordinates relating to changes in policy, rules, and regulations, crew performance, relations with other units, and other work related topics in order to provide or obtain pertinent information on Department standards, projects, and personnel.
2. Reviews and approves requests for vacation, sick, and other leaves of absence in order to ensure personnel is available for operational needs.
3. Reviews and prepares employee evaluations, counsels employees on work and career related issues, identifies training needs, and provides training in order to ensure that personnel performance meets Department standards.
4. Recommends disciplinary action for employees in order to appropriately address staff performance issues.
5. Recommends commendations for employees in order to recognize employee contributions and adherence to Department performance standards.
6. Interviews candidates and recommends appointments in accordance with Department Selection Interview Handbook or other resources in order to employ an effective workforce for the department.
7. Directs and participates in grievance handling in order to ensure that employee complaints are responded to in accordance with applicable Memorandum of Understandings (MOUs) and Department policies.

II. Electrical Repair Oversight

8. Plans and directs through subordinate supervisors, the activities of two or more crews engaged in the repair, overhaul, inspection, testing, installation, reconditioning and modification of the Department's electrical, hydraulic and steam equipment, their auxiliaries and building facilities including elevators, cranes and hoists, in order to ensure that assignments are completed timely and in accordance with Department standards.
9. Directs subordinates in the development of work procedures for equipment modification and repair projects in order to complete projects in a safe and timely manner.
10. Plans and schedules major projects based upon the availability of equipment for servicing, system loading, the availability of replacement parts, personnel, engineering

staff, contractors, manufacturer's representatives, shop facilities and construction equipment and an interpretation of the records and performance of the equipment in order to meet project deadlines.

11. Directs subordinates in the preparation of personnel, progress, cost, time, material, and work procedure reports and records related to repair and modification projects in order to effectively document the status of repair projects.
12. Directs subordinate supervisors in the emergency fabrication and purchases of materials in order to complete shop and field projects.
13. Interprets reports and records in order to obtain information concerning the status of projects.
14. Directs the inspection and testing of heavy equipment for conformity to specifications in order to assess the extent of wear and damage and approve plans for repair and modification of equipment.
15. Uses P-cards and Request for Materials Services (RMS) forms to purchase equipment and supplies in order to ensure materials are available for projects and assignments.
16. Prepares and directs the preparation of specifications and supply quotes for bid awards in order to purchase materials, tools, and equipment used in providing repair services.
17. Directs staff in maintaining the inventory level of tools, materials, and safety equipment in order to ensure resources are available for repair projects.
18. Determines solutions and makes recommendations related to operational problems, such as faults in design and causes of equipment failures in coordination with operating and engineering personnel and manufacturers' representatives, in order to ensure that equipment is maintained in functional working order.
19. Prepares and directs the preparation and interpretation of drawings of parts, equipment, and systems for projects involving shop and/or field work in order to provide renderings of the materials and equipment in need of repair and to facilitate the timely completion of projects.

III. Oral Communication

20. Meets and confers with representatives of other sections, divisions, City departments, governmental agencies, contractors, and vendors to coordinate installation and repair work.

IV. Safety

21. Interprets and enforces compliance with safety regulations and rules, including Cal/OSHA, Department of Water and Power Safety Rules, Operating Orders relating to

Clearances, and OKs, and safety principles as applied to work activities in order to ensure the safety of staff.

22. Directs the analysis of safety performance on projects of crews and employees in order to identify hazards and unsafe work practices and to prescribe safety measures.

23. Directs the participation of subordinates in programs and campaigns conducted to improve their safety consciousness in order to ensure safe work areas.

V. Written Communication

24. Prepares a variety of reports related to the management of a unit including personnel management, utilization, asset management and cost controls.