

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION**

4/24/08

**SENIOR ELECTRICAL REPAIR SUPERVISOR, 3856**

**Summary of Duties:** A Senior Electrical Repair Supervisor supervises and coordinates the work of several Electrical Repair Supervisors and their crews, which engage 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:** A Senior Electrical Repair Supervisor is responsible for assigning, scheduling and coordinating the work of several crews, engaged in the extensive and detailed repairing, rewinding, and rebuilding of rotating and other electric equipment, to conform to other units' work schedules and to return important equipment to service with minimal delay.

Senior Electrical Repair Supervisors are also responsible for the enforcement of safe work practices, for 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:** A Senior Electrical Repair Supervisor:

- Plans, coordinates, and supervises, through subordinate supervisors, the work of several crews;
- Estimates labor and material costs and time required to complete repair jobs;
- Reviews work for conformity to specifications and work schedules;
- Reviews and approves labor expenditures;
- Attends safety meetings and enforces safety rules and regulations;
- Analyzes problems pertaining to the use or failure of heavy electric equipment and may inspect equipment to determine conformity to specifications or the extent of damages;
- Confers with manufacturers' representatives, engineers, and supervisor(s) regarding electrical diagrams and repairs or alterations to electric equipment;
- Determines methods and procedures in making repairs;
- Prepares reports on progress and changes in work, plans, and specifications;
- Requisitions materials and tools;
- Makes distribution of shop costs;
- Recommends budget changes relating to shop equipment and facilities;
- Resolves personnel problems;
- Trains supervisory personnel;

- Makes written and oral daily and work progress reports;
- May assist in the overall supervision of an electrical repair unit; 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;
- Electrical and mechanical characteristics of electric 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;
- Laws and regulations relating to equal employment opportunity;
- Operation of a large central shops organization;
- City personnel rules, policies, and procedures; and
- Memoranda of Understanding, as they apply to subordinate personnel.

**Ability to:**

- Understand and follow written and oral instructions;
- Supervise subordinates and enforce safety rules and regulations;
- Prepare and review estimates of equipment repair costs;
- Supervise the maintenance of records;
- Inspect designs, specifications, and modifications of electric equipment to determine if it will function satisfactorily from a practical standpoint;
- Adapt various types of rotating and other electric equipment to the specific needs of the Power System;
- Prepare specifications and reports relating to electric equipment and make studies of its electrical characteristics;
- Plan and estimate unit needs relating to personnel, materials, equipment, tools, supplies, and repair parts;
- Inspect new, used, damaged or defective electrical equipment and make recommendations on purchases, repairs, rebuilding, or alterations;
- Interpret test results, keep records, and make reports;
- Use a computer to acquire and organize data, keep records, and prepare reports;

- Communicate in an effective manner orally and in writing; and
- Deal tactfully and effectively with other employees and the public.

**Minimum Requirements:**

Two years of full-time paid experience as an Electrical Repair Supervisor with the City of Los Angeles.

**Licenses:**

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

**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.

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.