|  |
| --- |
| Los Rios Community College District Approved: May 1985 Revised: Nov. 1991; Jan 1994;May 2010; Aug. 2012; Feb. 2015; Mar. 2018; Jan. 2019   |

#### FACILITIES MAINTENANCE - ELECTRICAL SYSTEMS SUPERVISOR

# **DEFINITION**

Under the direction of the assigned administrator, direct, supervise and coordinate the maintenance, inspection, repair, installation and modification of all districtwide electrical systems and electrical related utilities.

**TYPICAL DUTIES**

Direct, supervise and coordinate the maintenance, inspection, repair, installation and modification of all districtwide electrical power and distribution systems, sub-systems, utilities and related components; train, supervise, and evaluate assigned employees; participate in interviewing and selecting new employees; ensure accountability and adherence to applicable laws, regulations, policies and procedures; prepare, monitor, and maintain budgets and expenditures for assigned functions and activities in accordance with District policies; promote continued improvement for cost effective operations; inspect facilities and recommend replacement, repair or improvement of systems; assist in the development of specifications for modification or replacement of components and systems related to electrical systems; review blueprints and recommend modifications; develop, plan, and schedule on-going maintenance and deferred maintenance projects and short and long-range replacement of capital outlay equipment; participate in staff meetings to plan and coordinate multi-trade projects; assist in the coordination of the work of District contractors; monitor schedules, completeness of jobs and projects, quality of work performed and efficiency of operation; inspect work in progress for compliance with specifications and appropriate codes; coordinate work with campus administrative staff; coordinate and interface with related outside governmental and regulatory agencies, including but not limited to SMUD, PG&E, Sacramento County Public Works, City of Sacramento Public Works, EPA, State and local fire departments, Yolo County and El Dorado County; assist with the plans and design of maintenance, repair and construction projects; estimate materials, equipment and staffing needed; review campus work order requests for repair, replacement or new installation; schedule work; process daily invoices, weekly timesheets, maintain work order status report; compile information and prepare formal reports; coordinate and contract hazardous material handling and removal for PCB transformers, switch gear and ballasts; participate in the development of contingency plans and ensure departmental responsiveness in emergency situations; obtain cost quote from vendors for material and equipment requisitions, as needed; develop and maintain adequate safety standards for work performed; utilize the department computerized work management system and utilize pertinent management reports to schedule, evaluate and improve delivery of department services; promote employee training and development programs; coordinate with campus operations to provide support services for a wide variety of events, programs, official functions, recreational activities, etc.; respond to emergency calls at night and on weekends as necessary; administer disciplinary actions if necessary; perform related duties as assigned.

**QUALIFICATIONS**

**EXPERIENCE**

One year of experience in a lead or supervisory position in a related field. Four years of increasingly responsible experience in the repair, installation and operation of utility systems for commercial buildings (the required lead/supervisory experience may also be used to meet this requirement).

##### One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

##### EDUCATION

An Associate’s degree from an accredited institution in an Engineering-related field; **OR,** a certificate of completion from a four-year journey level program in the electrical trade; **OR**, an additional four years of qualifying experience.

##### SPECIAL REQUIREMENTS

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver’s License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment is contingent upon the successful completion of a pre-employment physical examination.

##### KNOWLEDGE OF

Principles and practices of effective leadership, supervision, and training; applicable federal, state and local laws and regulations and Labor Code; applicable District policies, regulations, collective bargaining agreements, standard operating procedures, and objectives of assigned programs; sustainable systems, materials, equipment and practices; materials, tools, equipment and methods used in electrical trade; low voltage systems such as fire alarm and fire sprinkler systems, intrusion alarms, access systems and lighting systems; building codes, fire, health, and safety standards related to the above trades; occupational hazards and safety precautions used in working with electricity up to 12,000 volts; principles of electricity and electronics theory; basic math, fractions, algebra and Ohms Law; parts, fittings, and boxes used for commercial installations; record keeping techniques in a complex business environment; modern office practices, procedures and equipment.

**ABILITY TO**

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply and explain laws, regulations and policies; identify, implement, and maintain sustainable systems, materials, equipment, and practices; plan, coordinate, and supervise maintenance, inspection, repair, installation and modification of electrical systems; identify compatible conduit sizes, fittings, connections, materials and metals; interpret architectural drawings, blueprints and schematics; make mathematical calculations for time and material estimates; develop and enforce safety work standards and high quality levels of service; analyze situations appropriately, develop courses of action to resolve problems, and implement solutions; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate information and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize current technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact,

patience and courtesy; work cooperatively with the public, students and employees; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.

**PHYSICAL AND ENVIRONMENTAL FACTORS**

Reach, climb ladders, stoop, bend, traverse roofs and attics to conduct building inspections.