ELECTRIC MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is supervision work in the installation, maintenance and repair of electrical equipment, including sub-station buildings and equipment. The work is performed under the general direction of the Superintendent. Supervision may be exercised over electrical maintenance personnel and laborers. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Schedules and assigns work to crew members;
- Directs and leads in a variety of tasks connected with the operation, installation, maintenance, repair and cleaning of electrical equipment, such as but not limited to, switchgear, relays, transformers, switches, wiring, Energy Management system and associate equipment;
- Prepares and maintains preventative maintenance schedules for equipment, substations and buildings;
- Directs and leads in a variety of tasks associated with the upkeep of buildings, such as but not limited to, cleanings, washing windows, scrubbing floors, scraping, sanding, painting, roofing, grounds keeper;
- Operates a motor vehicle;
- Performs work as directed on all utilities under the responsibility of the Commission;
- Assist in emergency call outs, when requested;
- Assists with engineering duties under the direction of the Superintendent.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of theory and principles of electricity and electric distribution systems as they relate to duties; thorough knowledge of standard safety measures and devices used in handling high voltage electric circuits; working knowledge of modern building and grounds maintenance and repair practices; ability to plan and supervise the work of others; a high degree of skill in the use of tools and equipment of the trade; knowledge of first aid methods, including resuscitation methods; ability to follow oral and written instructions; ability to work on substation structure; willingness to work under all weather conditions and report for emergencies; ability to diagnose electrical distribution and sub-station trouble and direct necessary corrective action; steady nerves; ability to read and interpret construction drawings, specifications and wiring diagrams; good hand, motor and eye coordination; dependability; resourcefulness; physical strength and stamina to perform arduous manual labor; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either:

(A) An Associate degree in electrical technology or a related field and three years of experience in the installation and repair of electrical equipment, one year of which must have been in a supervisory capacity; **or**

(B) Five years of experience as described in (A), one year of which must have been in a supervisory capacity; **or**

(C) An equivalent combination of experience and training within the limits of (A) and (B) above.

NOTE: Additional education beyond the associate degree level in electrical technology or engineering may be substituted on a year-for-year basis up to a maximum of two years. However, there is no substitute for the required supervisory experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION: Eligibility for an appropriate level New York State driver's license at time of application for appointment. Possession of license at time of appointment.

adopted CSC Act. 01/07/86
amended CSC Act. 06/24/86