



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 523.6

Job Title: **ASSISTANT ELECTRICAL SUPERVISOR**

Pay Grade: 22

GENERAL SUMMARY:

Supervises, coordinates and assures compliance with all applicable codes and standards.

RESPONSIBILITIES:

- Supervises and coordinates work assignments and personnel.
- Supervises electrical maintenance for various facilities and systems.
- Prepares and supervises preventive maintenance and training programs.
- Communicates with contractors and agencies concerning problems and/or concerns.
- Develops and implements ideas and suggestions for improving productivity, quality and efficiency.
- Reviews blueprints and other technical data to check for appropriate electrical code and specification requirements.
- Procures and maintains materials, tools and equipment to provide necessary maintenance.
- Performs general administrative activities.
- Writes specifications for new and refurbished equipment.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school degree or a GED certificate. Requires successful completion of an apprentice electrician program approved by the Bureau of Apprenticeship and Training or the equivalent as recognized by the Electrical Safety and Licensing Advisory Board.

EXPERIENCE:

Four years of journey level experience in the area of electrical work to be performed, either as an inside electrician or an outside lineman, are required.

CERTIFICATION/LICENSE:

A valid State of Texas Journeyman Electrician License is required.

Must have a valid Texas driver's license and comply with the City of Houston's policy on driving. May require a valid Commercial Driver's License (CDL).

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor"; recommends personnel actions such as hiring, terminations and pay changes of nonsupervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions. May be required to inspect electrical work located in confined spaces or atop scaffolds and utility poles.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Electrician Apprentice
Electrician
Assistant Electrical Supervisor
Electrical Supervisor
Electrical Superintendent

Effective: October 1990

Revised: September 2004