CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 523.7

Job Title: **ELECTRICAL SUPERVISOR**

Pay Grade: 25

GENERAL SUMMARY:

Supervises and coordinates activities to install, maintain and repair electrical components and systems.

RESPONSIBILITIES:

- Plans, schedules, supervises, coordinates, reviews and monitors work assignments according to required plans and specifications.
- Advises and interprets complex plans and specifications.
- Prepares and updates repairs and maintenance records on equipment to adhere to safety guidelines.
- Effectively manages phone inquiries and schedules job requests.
- Serves as liaison between other departments, vendors and various contractors.

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

A Bachelor's degree in Electrical Engineering may be substituted for two years of the experience requirement.

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.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

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

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:
Requires the ability to make simple gross motor responses within large tolerances.

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
Revised: July 2025