

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

ELECTRICIAN SUPERVISOR

JOB DESCRIPTION

The employees in this job direct and coordinate a variety of installation, repair, and maintenance tasks performed by licensed Electricians, Trades Helpers, Laborers, and/or other trades personnel. The employee is required to work from blueprints and schematics; plan and lay out own work assignments and the work of others; confirm that work specifications conform with the electrical code; estimate and order materials needed; and supervise the proper installation, repair, and maintenance of electrical systems and equipment in accordance with established methods and procedures of the trade.

There is one classification in this job.

Position Code Title - Electrician Supervisor-1

Electrician Supervisor 11

The employee serves as a first-line supervisor directing and coordinating a variety of installation, repair, and maintenance tasks performed by licensed Electricians, Trades Helpers, Laborers, and/or other trades personnel.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Requisitions and/or purchases supplies, materials, and tools.

Estimates cost of materials needed to accomplish tasks.

Inspects and evaluates electrical equipment to ensure that it operates efficiently and safely; determines whether equipment and new installations meet requirements of the National Electrical Code.

Inspects buildings in order to determine electrical maintenance needs by visual observation, gages, meters, and other test equipment.

Studies blueprints and schematics in order to plan the material and labor needed to accomplish tasks.

Provides oversight of communication and network operations including testing, installation, and maintenance.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

Considerable knowledge of complex electrical control devices.

Considerable knowledge of complex electrical generating equipment.

Considerable knowledge of the occupational hazards and safety precautions of electricity.

Considerable knowledge of labor relations and applicable union contracts.

Considerable knowledge of the electrical code.

Considerable knowledge of training and supervisory techniques and employee policies and procedures.

Considerable knowledge of equal opportunity policies and procedures.

Ability to supervise the installation, repair, and maintenance of specialized electrical equipment and control devices.

Ability to sketch job layouts of locations and conditions for electrical installation and alteration projects.

Ability to design systems and work from sketches, blueprints, and manuals.

Ability to make mathematical computations.

Ability to instruct and supervise employees and facility residents.

Ability to monitor and evaluate program and organizational performance in order to assess efficiency and effectiveness.

Ability to communicate effectively, both verbally and in writing.

Ability to maintain favorable relations.

### Working Conditions

*None*

### Physical Requirements

*None*

### Education

Education typically acquired through completion of high school.

### Experience

#### Electrician Supervisor 11

Two years of experience equivalent to an Electrician Licensed E9 or one year equivalent to an Electrician Licensed 10.

### Special Requirements, Licenses, and Certifications

*None*

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

Job Code

ELECTNSPV

Job Code Description

ELECTRICIAN SUPERVISOR

Position Title

Electrician Supervisor-1

Position Code

ELECSPV1

Pay Schedule

NERE-069

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07/19/2015