

ELECTRICAL OPERATIONS SUPERVISOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible supervisory, technical and administrative work in planning and directing the City's Electrical Operations and in acting as assistant to the Traffic Operations Manager. Work involves directing and supervising Electrical staff; prioritizing and monitoring work projects; coordinating projects with other City departments, outside agencies, contractors, consultants, and vendors; representing Electrical Operations in a variety of meetings; and responding to public complaints. Work is performed with a high degree of independence under the general supervision of the Traffic Operations Manager.

Examples of Duties and Responsibilities:

Plan, direct, schedule and review the work of assigned staff. Interview, recommend for hire, train, evaluate and discipline technical and skilled workers. Interview, hire, evaluate, and terminate seasonal/hourly employees. Maintain effective employee relations. Manage employee grievances, disciplinary issues, and performance issues, making effective recommendations to the City Traffic Engineer and/or the Traffic Operations Manager as appropriate. Conduct investigations and attend disciplinary hearings (grievances, arbitrations).

Establish and review operating policies and procedures.

Direct the operations and programs of the Electrical Operations Section. Prioritize ongoing and special projects and activities. Oversee and direct annual preventative maintenance programs.

Coordinate construction projects with City Engineering to expedite work to ensure public safety. Participate in pre-construction and/or other meetings pertaining to electrical construction projects. Provide guidance and make recommendations. Monitor and report on the progress of projects to Traffic Operations Manager.

Assist with Digger's Hotline activities, including field layouts and filing locate requests.

Estimate materials and labor costs to complete projects, and for ongoing maintenance programs. Assist other City agencies with lighting, fiber and camera installation projects.

Review, monitor and approve payroll-related records, such as time sheets, time off requests, complete worker's compensation forms, FMLA documents, and accident and incident reports.

Review, monitor and process work orders. Review and compile project material lists and authorize for billing. Supervise and direct the maintenance of records and information for inventory control and order processing.

Assist in the development of budget recommendations. Participate in the research and design of new equipment/materials and recommend items and/or projects for Capital and Operating Budgets.

Act as Assistant to the Traffic Operations Manager. Direct contact with the City Traffic Engineer, Assistant City Traffic Engineer, Traffic Operations Manger, senior staff engineers and engineering consultants on major projects. Serve as contact for Traffic Engineering facility in the absence of the Traffic Operations Manager.

Receive, review and respond to public complaints related to street lighting and signals. Investigate and take necessary action to correct problems.

Perform related work as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the principles, practices and administrative considerations applicable to Traffic Engineering operational activities. Working knowledge of supervisory practices, policies and procedures. Working knowledge of the safety hazards of the work and methods of promoting employee safety. Working knowledge of, and the ability to use and train staff on various computer applications including spreadsheets, word processing, databases, GIS software, and other programs utilized by the department. Ability to effectively prioritize, plan, assign and direct the work of a sizable number of employees engaged in skilled and semi-skilled diverse work activities. Ability to hire, train, supervise, evaluate and discipline assigned staff. Ability to develop, implement and maintain computerized programs for monitoring annual maintenance. Ability to lead and participate in related administrative activities. Ability to read, interpret and implement maps and plans in hard copy and electronic formats. Ability to assist in developing and administering budgets. Ability to exercise judgment, initiative and discretion in meeting assigned objectives. Ability to maintain records and prepare reports. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three years of directly related leadership experience in planning and implementing Traffic Engineering operations, including experience with traffic signal systems, streetlighting systems, fiber or wireless communication networks, or related electrical systems. Such experience would normally be gained after graduation with a bachelor's degree in business, public administration, public works maintenance, construction management, or a related field. An associate's degree in a related field, as listed above, and 2 years of additional leadership experience in planning and implementing Traffic Engineering operations may be substituted for the bachelor's degree requirement. Other combinations of training and/or

experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid driver's license.

Physical Requirements:

This position requires a high percentage of work outdoors in all types of weather. The incumbent will be expected to physically visit jobsites and must be able to repeatedly get in and out of a vehicle, climb ladders and work from a vehicle at various heights, and be able to physically inspect the work at the jobsite.

Department/Division	Comp. Group	Range
Traffic Operations	18	13

Approved: _____
Harper Donahue IV
Human Resources Director

Date