

<b>Job Class Code: 4400</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 7</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff and perform highly responsible and complex electrical and electromechanical planning, installation, maintenance and repairs. The class is responsible for supervision, planning, installations, inspections, preventive maintenance, parts and materials, repairs, and logs or forms. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- May supervise staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Plans work projects for new installations or upgrades, estimating materials, costs, and work effort; develops installation, maintenance, or other schedules or plans.
- Supervises others or performs installation of electrical and electromechanical systems, equipment, and components within structures and facilities.
- Supervises others or performs inspection of electrical and electromechanical systems, equipment, and components, and telecommunications or signaling equipment; performs repairs or reports serious malfunctions.
- Schedules or performs preventive maintenance in accordance with schedules or as assigned.
- Reads blueprints, diagrams, specifications, manuals, and/or sketches in the preparation and performance of tasks or to inspect or certify work of others.
- Ensures all work performed adheres to established safety standards, electrical and building codes and regulations, and engineering standards where applicable.
- Performs administrative functions such as preparing logs, records, work orders, or purchase orders, assisting with budgets and expenditures, preparing routine or special reports, and monitoring and ordering parts and materials.
- Attends, or conducts staff meetings to exchange information; attends, or schedules others to attend in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Mathematical Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
<b>Mental Requirements</b>	Performs technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

<b>Decisions/Supervisory Control</b>	Directs actions of others, making decisions almost constantly, affecting subordinates, coworkers, and others in the general public.
--------------------------------------	---

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate's degree in the electrical trade or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. May require a Commercial Driver's License (CDL) with additional endorsements. Supervisory positions require a Journeyman or Master Electrician license. Non-supervisory positions require a Master Electrician license.
<b>Special Requirements</b>	Performance of essential functions may require exposure to confined spaces. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*