



JOB TITLE:	CHIEF ELECTRICIAN	DIVISION:	BRIDGE
REPORTS TO:	ELECTRICAL SUPERINTENDENT	EEO CATEGORY:	O7 - SKILLED
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN FRANCISCO

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under direction of the Bridge Electrical Superintendent, the Chief electrician supervises, plans and directs the activities of the Bridge Electricians, performs electrical work, and related duties as required.

### Essential Responsibilities

- Assigns, schedules, supervises and lays out the work assignments of the bridge electricians.
- Maintains records of assigned electrical projects including completion date,, supplies and equipment used and costs incurred.
- Orders, receives and distributes supplies for assigned projects to electrical staff in a timely and efficient manner to ensure projects are completed on schedule.
- Monitors and maintains an adequate inventory of parts and equipment to ensure bridge electrical systems and equipment can be repaired in a timely and effective manner.
- Coordinates activities of the bridge electricians with activities of other departments to ensure successful completion of District projects and goals.
- Conducts a preventative maintenance inspection program in order to proactively identify and correct any electrical systems or equipment which might lead to electrical maintenance problems or failures.
- Reviews and monitors safety procedures to ensure bridge electricians are following District safety policies as well as any electrical industry recognized safety procedures and policies.
- Maintains service records of all key electrical equipment as required and as needed to meet any state or Federal requirements.
- Provides cost and time estimates for electrical projects as requested.
- Assists the electrical superintendent in designing new equipment installations including selection of appropriate electrical panels, wire sizes, disconnects, etc. to meet national electrical code criteria.
- Assists the electrical superintendent in modifying existing electrical systems when required to ensure any changes meet the national electrical code and the modifications are completed in a professional manner.
- Responds to emergencies on District property.
- Schedules work assignments of bridge electricians to ensure adequate staffing is available to cover all electrical department shifts.
- Must maintain an effective, professional working relationship with all department heads, department foreman and their associated work crews.



- Inspect electrical work completed by outside contractors and vendors to assure all work is done according to the national electrical code and in a professional manner.
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned
- Regular and reliable attendance and performance is required

## Required Knowledge, Skills and Abilities

### Knowledge of:

- Applicable Memorandum of Understanding (MOU)
- Occupational health and safety rules and working practices applicable to this position
- National electrical code and ensure all electrical work is done to code and in a professional manner
- Methods, materials and equipment used in all types of electrical repair and installation

### Skills or Ability to:

- Prepare accurate material lists for assigned projects
- Direct and inspect technical details of electrical repair work and installation ensuring all work meets the national electrical code and that all work is done in a safe and professional manner
- Plan, assign, direct and inspect the activities and work of the bridge electricians
- Perform work alongside electrical staff while providing leadership and guidance to the crew
- Establish and maintain cooperative working relationships with District officials, department heads, foremen, other district employees and with the general public
- Follow oral and written instructions
- Use a computer to keep accurate records on maintenance activities and prepare concise reports including staff time and parts used to complete repairs
- Provide supervision, guidance and leadership of a work force
- Use a computer and software including Excel and Word along with specialized software for ordering materials, programming equipment and devices and for managing inventory and materials
- Use a computer to send email and have the ability to compose appropriate and accurate emails to District staff and vendors
- Work professionally and collaboratively with union and non-union staff as required.



## Minimum Qualifications

### Education and/or Experience:

- Completed four-year electrical apprenticeship program **OR** four years additional position related experience and successfully passed Inside Wireman's Examination.
- Five years journey-level electrician work including three years' recent construction experience.

### Required License:

- Must possess and maintain a current and satisfactory driving record. No reckless driving and DUI within the last 7 years. No more than 2 moving violations within the last 3 years. Operates District vehicles on a regular basis.

**Physical Requirements:** Must be able to work comfortably at considerable heights. Climb and walk on the Bridge cables. Climb ladders. Position requires frequent bending and reaching. Work is performed outside in varying weather conditions. Must be available after hours for problem solving if needed.