



JOB TITLE:	ELECTRICAL SUPERINTENDENT	DIVISION:	BRIDGE
REPORTS TO:	DEPUTY GENERAL MANAGER, BRIDGE DIVISION	EEO CATEGORY:	O1 - EXEC
FLSA:	EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	NON- 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 the general direction of the Deputy General Manager, Bridge Division, the Electrical Superintendent plans, organizes, and directs all activities of the District's electricians, communications/electronic technicians, and plumber. The Electrical Superintendent plays a key role in the District's emergency management and disaster recovery plans and liaisons with the District's Engineering Department and others in planning and executing ongoing Bridge and facilities maintenance and capital improvement projects. The Electrical Superintendent develops and administers departmental budgets, policies, labor relations, and other administrative duties as required. The Electrical Superintendent is responsible for maintenance, repair, and capital improvement programs for a broad array of electrical, communications, security, and water/wastewater systems infrastructure.

Essential Responsibilities

- Schedules, assigns and supervises, through subordinate supervisory personnel, all activities of the Bridge Electrical Department
- Serves as a primary or alternate member of the Bridge Emergency Operations Center and coordinates emergency and disaster response and recovery plans
- Reviews work requests, determines cost and staffing requirements, sets priorities, and assigns work to be performed
- Ensures the occupational health and safety of assigned employees in accordance with state and federal regulations, departmental and District policies, as well as industry standards and practices
- Inspects work in progress to assure compliance with applicable codes and standards, project specifications and quality assurance procedures. Inspects completed work to ensure that applicable quality control standards are maintained
- Coordinates department activities with other departments and divisions as required
- Monitors performance of assigned personnel and conducts performance management as required
- Oversees departmental training program development and administration, and ensures compliance with regulatory training requirements



- Negotiates and administers union collective bargaining agreements, issues discipline, and conducts grievance proceedings
- Develops and administers departmental rules, regulations and policies
- Oversees and participates in employee recruitment, retention and career development programs
- Assists in the analysis and preparation of annual operating and capital budgets for assigned departments
- Monitors budget expenditures and implements cost control strategies to ensure consistent budget performance
- Maintains records and develops detailed technical reports for various internal customers and external regulatory agencies
- Monitors commercial and public sector industry standards and technological developments to ensure consistent adoption of industry best practices for ongoing Bridge maintenance activities
- Confers with industry suppliers, manufacturers, testing labs, and other industry experts to determine most effective materials and methods for repairs and improvements on Bridge and associated infrastructure
- Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Knowledge of:

- Thorough knowledge regarding theories, principles, and practices of commercial/industrial electrical systems maintenance and repair or closely related field
- Knowledge of the principles of labor relations and general administration
- Knowledge of state and federal regulations and industry standards that pertain to commercial/industrial electrical systems in the areas of recordkeeping, occupational health and safety, and environmental protection
- Applicable Memorandum of Understanding (MOU)
- Occupational health and safety rules and working practices applicable to this position

Skill in or Ability to:

- Manage performance of staff and maintain motivation and satisfactory employee relations in a unionized labor environment through leadership and principled negotiation
- Create, sustain, and lead an organizational culture of safety
- Effectively craft and articulate a strategic long term vision for the Bridge Electrical Department
- Research, interpret, and apply complex laws, regulations, and contract language
- Analyze and interpret complex technical documents, blueprints, diagrams and instructions



- Develop and employ effective problem solving techniques
- Apply modern management techniques to achieve efficient and effective utilization of resources
- Exercise initiative and use sound independent judgment under minimal supervision
- Communicate clearly and effectively both orally and in writing
- Collaborate effectively with various and diverse functional departments within the District and with a variety of outside stakeholders
- Preparation and presentation of detailed reports regarding project status, materials requirements, cost estimates, and ongoing maintenance activities
- Use of common business office technologies such as email, spreadsheet analysis, word processing and document management

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in related field or completion of a four-year apprenticeship program in a related field. Additional or alternate qualifying experience may be substituted and will be evaluated on a case-by-case basis.
- Five (5) years of position-related experience required. Supervisory experience in a unionized work environment is desirable.

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 Requirement: Walk or climb structural steel. Climb ladders. Ability to work at considerable heights. As required, work outside in all weather conditions