



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 general direction from the Deputy General Manager, Bridge Division (Bridge Manager), plans, organizes and directs the activities of the District's Electricians, Electronic and Communications Technicians and Plumbers. Prepares instructions, develops and coordinates methods and procedures, sets priorities, assigns work, supervises workers and inspects completed work. Responsible for all, radio communication, electronic security and plumbing systems throughout the District. Prepares and/or reviews plans, specifications and cost estimates for the installation, maintenance, modification, repair and construction of systems under his or her responsibility. Responsibilities include planning and direction of department staff, contact with management, engineering and other District personnel to coordinate activities. Prepares and administers budgets, administers human resources policies and MOU's and performs other departmental administrative duties as required.

Essential Responsibilities

- Assigns and supervises, through subordinate supervisory personnel, all activities of the Electrical Department
- Reviews work requests, determines cost and staffing requirements, sets priorities and assigns work to be performed
- Inspects work in progress to assure compliance with prescribed codes, methods and procedures, inspects completed work to ensure that applicable standards have been met
- Performs administrative duties such as keeping records of work performed, enforcing District rules and regulations, developing and overseeing work safety rules, reviewing and approving employee time reports, scheduling of vacations and holidays, overseeing departmental purchasing and inventory control
- Tracks expenditures and administers departmental activities to ensure that all operations of department are within budget
- Develops capital budget recommendations for replacement of large capital items and equipment
- Administers all provisions of Memorandums of Understanding (MOUs) between District and Unions within department
- Administers Human Resources policies and procedures in accordance with District policy and applicable MOUs
- Conduct first step grievance hearings



- Plans, coordinates, directs, and inspects electrical, communications, electronics and plumbing work of both routine and non-routine nature for all District divisions
- Oversees toll collection system maintenance, including oversight of system maintenance contractors
- Coordinates department activities with other departments and divisions as required
- Prepares and implements maintenance schedules for electrical, plumbing and electronic communications equipment
- Works with Engineering Department in design, inspection and approval of electrical, electronic, communication and plumbing aspects of construction projects
- Supervises training of department personnel
- Prepare annual departmental operating budget
- Monitor expenditures and administers departmental activities to ensure that all operations of department are within budget
- Participates in union negotiations
- 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.
- Electrical and electronic theory and practice, telephone and radio communications systems, electronic control systems, and electronic security systems.
- Methods, tools, equipment and procedures used in industrial facility maintenance and construction work.
- Methods, tools, and equipment used to construct, maintain and troubleshoot electrical, electronic, communications and plumbing systems.
- Principles of personnel supervision and general administration.

Skill in or Ability to:

- Make decisions that hold up to critical scrutiny.
- Work independently with only general direction and supervision.
- Establish and maintain cooperative and effective working relationships with all contacted in the course of work.
- Plan, organize, schedule, direct and supervise subordinate personnel and department activities.
- Maintain appropriate quality control.
- Prepare written reports.
- Use a personal computer, read engineering drawings and specifications and prepare detailed instructions and estimates.



- Ability to use AutoCAD software to create and review single line electrical diagrams and electrical/electronic systems.

Minimum Qualifications

Education and/or Experience:

- Bachelor 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-year position related experience including at least four years supervisory 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 Requirement: Work outside in all weather conditions. Must be able to go out on Bridge structure and access other remote work locations. Position requires frequent bending and reaching. Ability to work at considerable heights.