

# CITY OF BEAVERTON

## Supervising Electrician

### General Summary

Act as the City's signing Supervising Electrician for the traffic signal and street lighting division. Perform new electrical installations and electrical maintenance activities requiring a City Electrical permit to be issued for such work.

### Key Distinguishing Duties

Perform work requiring an Oregon Supervising Electrician License.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Perform and supervise electrical installations for all city facilities. Inspect installations of electrical systems in City facilities. Check the design, construction and location of systems for compliance with state and municipal electrical codes and regulations.
2. Design and layout new electrical installations, and extensions and alterations to existing electrical systems.
3. Perform and supervise electrical installation for the city's traffic signal and street lighting systems.
4. Perform maintenance activities related to the City's traffic signals and street lighting systems.
5. Clean and maintain equipment and work storage areas.
6. Complete proper paperwork. Track and document materials usage.
7. Respond to emergency situations as needed.
8. Participate in department/division/section operational processes including procedure development and implementation.
9. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
10. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.

11. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
12. Participate in the City Emergency Management program including classes, training sessions and emergency events.
13. Follow standards as outlined in the Employee Handbook.
14. Produce an acceptable quantity and quality of work that is completed within established timelines.
15. Support and respect diversity in the workplace.

### **Other Functions**

1. Perform related duties of a similar scope and nature.

### **Knowledge Required for Entry**

- ◆ Advanced knowledge of safety practices and principles related to traffic signals and lighting systems.
- ◆ Working knowledge of flagging.
- ◆ Advanced knowledge of safety practices related to electrical maintenance and installation.
- ◆ Working knowledge of electrical and electronic theory as it pertains to traffic signals and street lighting systems including computerized traffic control devices, equipment specifications and wiring diagrams.
- ◆ Working knowledge of the practices and principles of traffic signal and street lighting maintenance, repair and replacement.
- ◆ Basic understanding of traffic engineering theory and principles.
- ◆ Advanced knowledge of the laws and regulations governing traffic signal and street lighting installation, maintenance, repair and replacement including the Uniform Traffic Control Devices Manual.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

### **Skills/Abilities Required for Entry**

- ◆ Advanced ability to read blueprints and plan specifications.
- ◆ Strong ability to perform skilled and semi-skilled journey level work in the electrical trades including skilled electronic maintenance and repair of equipment.
- ◆ Strong ability to operate equipment used in traffic signal and street lighting maintenance, repair and replacement.
- ◆ Strong ability to read and follow electrical plans and specifications.
- ◆ Strong ability to diagnose causes of electrical failure.
- ◆ Strong ability to use tools and small equipment related to traffic signals and street lighting systems.
- ◆ Strong ability to read technical manuals.
- ◆ Strong ability to maintain accurate records.

- ◆ Ability to read maps.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to apply excellent internal and external customer service skills.
- ◆ Ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations.
- ◆ Ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

### **Minimum Qualifications Required for Entry**

High School diploma or GED and 8 years experience in all phases of electrical installation up to 480 volts 3 phase and 3 years experience in the installation and maintenance of traffic signal and street lighting equipment, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Commercial Driver's License – B with air brake endorsement required.
- ◆ Traffic flagger training required within three months of employment.
- ◆ State of Oregon Supervisor Electricians License required.
- ◆ Ability to acquire CPR and First Aid certification within six months of employment.
- ◆ Ability to acquire International Municipal Signal Association (IMSA) Traffic Signal Technician Level I certification within six months.
- ◆ IMSA Traffic Signal Technician Levels I and II preferred.
- ◆ ODOT Traffic signal inspector certification

### **Working Conditions**

Daily precise control of fingers and hand movements; daily standing for prolonged periods; weekly lifting, moving and carrying of objects over 50 pounds; occasional lifting up to 90 pounds; crouching, crawling, bending, kneeling, climbing or balancing and working at high elevations; frequent work in all weather conditions and around traffic; occasional response to emergency conditions off-hours; regular exposure to vibration, fumes and high noise levels; exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

### **Classification History**

Created: July 2006

Revised: 1/1/09

Status: SEIU  
FLSA: Non-exempt

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date