

**City of San José**  
**CLASS SPECIFICATION**

**Title: Senior Electrician (3154)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Varies	Electrician Supervisor	Non-exempt

### **CLASS SUMMARY**

Under direction, plans, assigns, schedules, and reviews the work of assigned electrician and technical staff. Leads and performs the installation, maintenance, and repair of electrical equipment parts and systems. Establishes and maintains a variety of records pertaining to electrical installations and repair work. Performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey-level class in the Electrician classification series responsible for providing lead direction and training to assigned staff. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Electrician Supervisor in that the latter class has full supervisory authority over assigned staff. Senior Electrician is distinguished from Senior Industrial Electrician in that the latter is required to maintain high voltage power lines, their supporting structures, and related equipment as a primary work assignment.

Depending on the work group, assignment will be made to any shift needed for an around-the-clock operation. Incumbents must be available for work on Saturdays, Sundays and holidays.

### **QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

#### **Minimum Qualifications**

##### **Education and Experience**

Completion of an approved apprenticeship program AND experience equivalent to two (2) years of experience as a journey level Electrician.

##### **Acceptable Substitution**

Documented proof of completion of 8,500 hours of both course work and experience in all of the areas covered in the State of California Electrician Apprenticeship Standards may be substituted for completion of a recognized Electrician Apprenticeship program. These areas include residential wiring, commercial and industrial wiring, intercom and signals, controls, underground work, trouble shooting, finishing and fixture hanging, solid state controls, and stock and inventory. Completion of the State of California Electrician Certification exam will be accepted as proof of completion of 8,500 hours of electrical work experience.

##### **Required Licensing (such as driver's license, certifications, etc.)**

- Possession of a valid State of California driver's license.
- As a condition of employment in some designated positions, possession of a valid State of California Class A or B driver's license with applicable endorsements may be required in the performance of job duties.

#### **Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

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**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, including ability to safely perform duties using the applicable codes and standards for electrical systems; Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Multi-Tasking – Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Flexibility - Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	<b>FREQUENCY*</b>
1.	Leads and performs the installation, maintenance, and repair of electrical equipment parts, systems in City facilities, infrastructure and substations; reads and reviews blueprints and electrical diagrams; operates a variety of electrical test equipment and specialized hand tools; orders parts and materials for work to be performed; maintains logs and prepares reports on work activities.	Daily/Several Times
2.	Schedules, assigns, coordinates, and reviews the work performed by assigned electricians and other team members, ensuring work quality and staff compliance with operational policies and safety practices.	Daily/Several Times
3.	Plans, directs, and participates in equipment and substation maintenance. Verifies potential hazards and impacts; prepares maps of areas to be repaired.	Daily
4.	Designs, fabricates, and installs advanced electrical systems and components ensuring code compliance.	Daily

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5.	Oversees the maintenance, repair, modification and replacement of remote software monitoring systems including, but not limited to those used in public safety, utilities, video surveillance and card reader systems.	Daily
6.	Responds to and evaluates emergencies; determines appropriate plan of action oversee repair.	Weekly
7.	Programs a variety of controllers used for public safety, utilities and energy management systems including, but not limited to, Programmable Logic Controllers (PLC) and Supervisory Control and Data Acquisition (SCADA) systems.	Weekly
8.	Conducts on-the-job training for electrician staff and other employees.	Weekly
9.	Inspects traffic signal cabinets and other electrical equipment; designs and retrofits lighting and traffic signal systems.	Weekly
10.	Establishes and maintains a variety of records pertaining to electrical installation and repair work.	Weekly
11.	Performs other related duties as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

### **PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Maintain strength, stamina, and mobility to perform medium to heavy physical work;
- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate, inspect, and repair varied hand and power tools and construction equipment;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining

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workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

**CLASSIFICATION HISTORY** *Created 5/80, Rev. 4/92, Rev. 06/17; s002*