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Class Specifications for the Class:

ELECTRICIAN SUPERVISOR II

Duties Summary:

Supervises, through a subordinate level of supervision one or more groups of several skilled electricians in the repair, maintenance and installation of electrical systems and equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the second level full supervisor in the series.

This class differs from that of Electrician Supervisor I in that the Electrician Supervisor II supervises, through subordinate supervisors, a large work force of skilled electricians and perhaps other workers in a large electrical maintenance activity; the Electrician Supervisor I is the immediate supervisor of a group of skilled electricians and plans, lays out and inspects the work of the group on a substantially full-time basis.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Plans, lays out, assigns, directs and coordinates, through subordinate supervisors, electrical work performed in or about schools and State buildings; screens work order requests and establishes job priorities; estimates time, labor, material and cost requirements; reviews and inspects work performed in the installation, maintenance and repair of electrical systems, fixtures, motors, transformers, panel boards, switches, appliances and other related equipment; makes preliminary, progressive and final inspections of all electrical projects for compliance with contractual agreements and with provisions of the Electrical Code; meets and confers with electrical contractors and insures that work is performed adequately; makes recommendations to superiors on overall needs and programs; reads and interprets plans and specifications; reads, interprets and works from blueprints, diagrams and sketches of electrical circuits; makes requisitions for needed equipment and supplies; reviews all time sheets prepared by subordinates; keeps records and prepares periodic work reports; and initiates and enforces safety practices and procedures.

Minimum Qualification Requirements:

License Required: Applicants must possess a valid State of Hawaii Journey Worker Electrician License, Journey Worker Industrial Electrician License, Supervising Electrician License, or Supervising Industrial Electrician License.

Experience Requirements: Three (3) years of experience as a licensed electrician. At least two (2) years of such experience must have involved supervising the work of other journey level electricians, which included planning, scheduling, assigning and evaluating their work.

Knowledge of: Practices and methods in the electrical trade, including safety procedures and electrical code; the tools, equipment and materials used in the electrical trade; and principles and practices of supervision.

Ability to: Plan, lay out, assign and review the work of one or more groups of several skilled electricians through a subordinate level of supervision; develop a program of preventive maintenance and determine the need for electrical repairs; read and interpret blueprints, sketches, manuals and other materials; estimate time and material needs to complete electrical work, keep records and make reports; understand, give and follow oral and written instructions; and deal effectively with other supervisors in organizing and expediting work.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the specifications for the class ELECTRICIAN SUPERVISOR II, which were approved on March 21, 2006.

DATE APPROVED: 4/25/2013

EFFECTIVE DATE: 4/25/13


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