



**Job Title:** Supervisor of Electricians      **Wage/Hour Status:** Non-Exempt  
**Reports To:** Director of Maintenance      **Pay Grade:** Maintenance Pay Group 5  
**Dept. /School:** Maintenance Department      **Date Revised:** 10/21/2011

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**Primary Purpose:**

Supervise personnel, receive, prioritize, distribute and track work orders. Supervise, maintain, repair, and install electrical systems, services, and equipment for the district. Maintain and provide for the safe condition and operation of all electrical fixtures, fire protection equipment, and systems in district facilities.

**Qualifications:**

**Education/Certification:**

High School diploma or GED  
Valid Master electrical license, reciprocal to Mansfield, Arlington and Grand Prairie  
Valid Texas driver's license

**Special Knowledge/Skills:**

Knowledge of electrical circuits and wiring and operating principles of motors  
Knowledge of local electrical codes  
Ability to read blueprints, schematics, and written reference material  
Ability to follow written and verbal instructions  
Ability to perform mathematical calculations  
Ability to diagnose and resolve problems  
Ability to use hand and power tools  
Experience with fire protection equipment

**Experience:**

Six years in the commercial electrical field, preferable in school related operations  
Two years experience in field of maintenance

**Major Responsibilities and Duties:**

**Facilities Maintenance and Repair:**

1. Assign priority to electrical work orders and process them.
2. Estimate cost of repair projects, including labor, materials, and other related costs.
3. Assign all work and repairs to electrical personnel and oversee completion.
4. Perform repairs and assist skilled electricians to complete assignments, as needed.
5. Work cooperatively with principals and facilities managers to schedule and complete electrical repairs.
6. Inspect all district buildings and facilities and initiate repairs as needed.
7. Conduct onsite inspections of electrical work and repairs.

8. Consult, maintain, and inspect contract work.
9. Respond to emergency calls as needed.
10. Conduct monthly training sessions.

**Inventory and Equipment:**

11. Prepare, implement maintenance schedules for repair of tools and equipment.
12. Order tools and equipment and supplies and maintain accurate records.
13. Repair or recommend replacement of electrical equipment.
14. Conduct an annual inventory of physical equipment and supplies.

**Other:**

15. Work irregular hours and respond to after hour emergency calls, as needed.
16. Assist in the preparation of department budget.
17. Assist in the recruiting, screening, training, and evaluating electrical employees.
18. Maintain accurate information for payroll reporting (time cards, tardiness, absenteeism)

**Safety:**

19. Perform preventive maintenance on tools and equipment.
20. Operate tools and equipment according to established safety procedures.
21. Ensure that equipment is in safe operating condition.
22. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
23. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
24. Other duties as assigned.

**Supervisory Responsibilities:**

Supervise and evaluate the work of the journeyman and apprentice electricians. Supervise construction in electrical and fire protection projects, new construction and remodeling.

**Equipment Used:**

Multimeter, ohmmeter, oscilloscope, and testing equipment; soldering iron; wire puller; pipe bender and threader; hand and power tools (saw, drill, etc.); trencher; jackhammer; concrete saw; ladder. Heavy-duty trucks, bucket trucks, ditching equipment.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work in tiring and uncomfortable positions, around electrical power lines, outside and inside. Exposure to extreme climates such as summer heat, winter cold, and any outdoor weather experienced on rooftops. Frequent district wide travel.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*