

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 09/14/99

Revised: 04/06/05, 04/01/09, 09/15/10, 07/11/12, 05/03/17, 09/07/22

SUPERVISOR OF ELECTRICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The Supervisor of Electrical Services is responsible for planning, directing and supervising the skilled and efficient installation, maintenance and repair of all electrical equipment, wiring and electrical systems for the City. The Supervisor of Electrical Services also directly performs skilled electrical maintenance, construction and extensive troubleshooting work. The incumbent is responsible for assuring that all electrical installations under the Board of Public Works control are in safe operating condition and in compliance with the National Fire Protection Association, the National Electrical Code, the National Fire Alarm and Signal Code, the New York State Manual on Uniform Traffic Control Devices, and the Manual on Uniform Traffic Control Devices issued by the United States Department of Transportation. The work is performed under the general direction of the Assistant Superintendent of Public Works (Streets and Facilities) with extensive leeway allowed for the exercise of independent judgment in the performance of the work. Supervision is exercised over the work of skilled workers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assigns, schedules and inspects the work of subordinate personnel;

Supervises and participates in the installation, maintenance and repair of electrical lighting, distribution, switchgear, relays, transformers and associated components;

Supervises and participates in the installation, maintenance and repair of traffic control systems, including TS1/TS2 traffic controllers, software and related equipment;

Supervises and participates in the installation, maintenance and repair of electric motors, motor control centers, and variable frequency drives;

Supervises and participates in the installation, maintenance and repair of all exterior and interior electrical systems under BPW control;

Supervises and participates in the installation, maintenance and repair of low voltage wiring for computer, data, fire alarm, security and telephone equipment;

Supervises and participates in the installation, maintenance and repair of fire alarms, emergency systems and exit signs in city buildings;

Supervises and participates in the installation, repair and maintenance of City owned street lights;

Supervises and participates in electrical installations and maintenance involving energized equipment including utility secondary feeders;

Instructs and trains subordinate personnel in the installation, maintenance and repair of electrical systems, electrical devices, electrical equipment and wiring, as well as in the use of computer programs, tools, equipment, etc;

Prepares plans for new and renovated electrical installations of traffic control devices, roadway lighting and City owned electrical infrastructure;

Performs work in potentially hazardous environments, such as confined spaces, inclement weather, heights in excess of 50 feet, and where toxic vapors may be present;

Reads and interprets blueprints and other technical drawings;

Prepares and maintains detailed computerized and handwritten records and reports;

Consults with a variety of public and private agencies, organizations and professionals, including the New York State Department of Transportation, utility companies and private contractors;

Responds to public inquiries and questions relative to the work including inquiries and questions from attorneys, insurance companies and residents;

Prepares annual divisional budget for inclusion in departmental budget submission;

Orders materials and keeps inventory of electrical supplies;

Operates and maintains a variety of equipment and tools relative to the work including trucks, drills, saws, electric meters, hand tools, pipe cutters and threading equipment, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of state and local codes governing the installation and maintenance of traffic signal devices and industrial electrical work performed; thorough knowledge of the common practices, tools, terminology and safety precautions of the electrical trade; thorough knowledge of the traffic signal devices, alarm systems and other specialized electrical circuitry; good knowledge of the geography of the municipality; working knowledge of the local governmental budget process and procedures; working knowledge of public works projects and activities; ability to perform skilled electrical work; ability to schedule, supervise, and inspect the work of subordinate personnel; ability to read and interpret electrical blueprints and/or other technical drawings pertaining to the electrical trade; ability to analyze and organize data and prepare and maintain written records; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to perform close, detail work involving considerable visual effort and concentration; ability to communicate effectively both orally and in writing; ability to successfully work with and serve a diverse local community; willingness to respond to emergency situations; excellent safety record; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an Associate's degree in electrical or electronic technology or a closely related field, and five (5) years of full-time paid experience, or its part-time paid equivalent, as a journey-level electrician; or
- B. Graduation from high school or possession of a high school equivalency diploma and ten (10) years of the experience described in (A); or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENTS:

- 1. Candidates must obtain certification from the City of Ithaca as a Licensed Electrician within twelve (12) months of appointment and must maintain said certification for the duration of employment.
- 2. Candidates must obtain a New York State Class B Commercial Driver License (CDL) or a valid Commercial Driver License equivalent to a New York State Class B Commercial Driver License within twelve (12) months of appointment and must maintain said license for the duration of employment.
- 3. Candidates must obtain a Traffic Signal Level 1 Certification issued by the International Municipal Signal Association (IMSA) within two (2) years of appointment and must maintain said certification for the duration of employment.

