

City of South San Francisco  
Human Resources Department

## **Lead Electrical Technician**

### Class Description

#### **Definition**

Under general supervision, plans, assigns, prioritizes, directs, and reviews the work of lower-level electrical technicians; performs skilled installation, maintenance, and repair work on traffic lights and controllers, street lights, and a variety of electrical installations throughout the City; and performs other related duties as assigned.

#### **Distinguishing Characteristics**

This is the working lead-level in the series and it is distinguished from the next higher level in that the higher class has designing, installing, planning and procuring. It is further distinguished from the next lower-level class in that it has day-to-day crew leadership responsibilities in addition to performing the more skilled and complex technical work.

#### **Typical and Important Duties**

1. Plans, assigns, directs, and reviews the work of a small crew on a daily basis; trains staff in work procedures; assists in the selection and evaluation of the work of staff.
2. Estimates staff and materials required in performing assigned work; orders supplies and materials as required.
3. Inspects work of staff and contractors in progress and upon completion to ensure compliance with City specifications.
4. Inspects, maintains, troubleshoots, and repairs traffic signals and street lights; programs traffic signal controllers; responds to emergencies and makes repairs as required.
5. Provides new electrical service to City facilities; modifies existing services to meet the needs of various City departments.
6. Installs power for irrigation clocks, lighting, and other facilities in City parks.
7. Locates and marks underground electrical sites for non-City contractors, following USA guidelines; works with other public agencies and contractors to coordinate installations impacting City facilities.
8. Confers with various City departments regarding modification and repair needs and prioritizes future work schedules.
9. Reads and interprets blueprints, schematics, diagrams, and catalogues; designs installations and modifications as required.
10. Maintains records and prepares reports of work performed and materials and supplies used.
11. Serves as supervisor on a relief basis.
12. Performs related duties and responsibilities as assigned.

## **Job-related Qualifications**

### *Knowledge of:*

- Techniques, tools, equipment, and materials used in electrical installation, maintenance, and repair.
- Principles and operation of traffic signals and related controllers.
- Safety practices and procedures related to the work.
- Computer applications related to the work.
- Basic supervisory principles and practices.
- Normal supply sources for required materials and supplies.
- Techniques for dealing with a variety of City staff, outside contractors, and vendors.

### *Ability to:*

- Plan and direct the work of skilled support workers.
- Train staff in work procedures.
- Inspect work in progress and upon completion.
- Determine staff, materials, and supplies required for electrical projects.
- Perform skilled electrical installation, maintenance, troubleshooting, and repair work.
- Program traffic controllers and other electronic installations.
- Maintain accurate records and prepare reports of work performed and materials used.
- Read and interpret plans, specifications, schematics, and diagrams.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner, following City safety practices and procedures; model and enforce correct City safety practices; identify, correct, and report hazards.
- Maintain confidentiality regarding sensitive information.

### *Skill in:*

- Driving a variety of vehicles safely.

## **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Four years of progressively more responsible experience as a journey-level electrician or electrical technician performing the full range of electrical installation, maintenance, modification, and repair work on a variety of facilities. Experience in programming traffic control systems is highly desirable.

*Training:* Equivalent to graduation from high school, supplemented by course work in the electrical trade.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California commercial driver's license, with proper endorsements and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; lift and carry 75 pounds; dexterity to drive trucks and large vehicles; distinguish among various colors; distinguish various computer generated auditory signals; use common hand tools; vision to read printed materials, a computer screen, and to test equipment in varied field settings; hearing and speech to communicate in person and over the telephone.

*Work Environment:* Work in a shop and field setting; exposure to inclement weather, cold, heat, noise, outdoors, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, mechanical hazards, electrical hazards, and explosive hazards; work from a height of up to 100 feet above ground.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for evening meetings; available for unusual hours in emergencies.

Approved:

Revised Date: July 2000, December 2001, January 2003, June 2003

Former Titles:

Abolished:

Bargaining Unit: AFSCME

ADA Review: 2000, 2003

DOT: Yes

Physical: Class 2

Status: Classified/non-exempt

EEOC Category: EF2/EJ3

Job Code: A335

### **ADA-Documentation of Essential Duties**

1. SDE
2. SDE
3. SDE
4. SDE
5. OAE
6. OAE
7. OAE

- 8. SDE
- 9. SDE
- 10. SDE
- 11. OAE
- 12. MAE