



City of Kansas City, Missouri Job Class Specification

Job Title:	ELECTRICAL MAINTENANCE SUPERVISOR	Department:	MULTI
Job Code:	5263	Status:	NONEXEMPT
		Grade:	NE-8

Summary

This is skilled and supervisory maintenance work in repairing, limited construction and modification of electrical power systems.

Work involves the planning, supervising and participation in the maintenance of electrical power generating and distributing systems, heating, air conditioning and communications equipment. Work includes instruction of skilled and semi-skilled subordinates in work methods and procedures, tools and equipment use, schematics reading, electrical code compliance and work place safety. Employees of this class are expected to exercise considerable independent judgment and discretion in work assignments. Work is reviewed through conferences, work observation and written reports.

Duties and Responsibilities

- Plans, assigns, supervises and participates in a wide range of electrical maintenance and modification activities.
- Inspects work sites to determine most efficient and effective repair procedures.
- Instructs subordinate personnel in the care and use of tools, work methods and procedures and electrical trouble shooting equipment.
- Supervises the energizing and de-energizing of troublesome circuitry.
- Modifies circuitry within defined limits to restore required power levels.
- Supervises electro-mechanical, electro-pneumatic and electronic control systems repairs, including motors, telemetry control and pumping systems.
- Supervises maintenance, usage and modification of auxiliary power units, transformers, regulators and switchgear.
- Requisitions needed equipment and supplies.
- Inspects finished work for correctness and completeness.
- Assists in the interviewing, selection, training and evaluation of personnel.
- Assists in the preparation of maintenance budget.
- Requests the acquisition of new equipment.
- Maintains records and submits required reports.
- Performs related duties as required.

Technical Skills	<p>Thorough knowledge of:</p> <ul style="list-style-type: none"> Approved methods and practices in installing, maintaining and repairing electrical power generating and distribution systems and control center operation. Varied lighting and wiring systems and power needs. Motors, controllers, electrical appliances and small generators. Electronic requirements of integrated circuitry, electricity, electrical construction, schematics and calculations. Current electrical code and proper application. Approved safety standards, work practices and hazards control. Utilities telemetry control and associated systems. <p>Considerable knowledge of:</p> <ul style="list-style-type: none"> First aid measures for victims of electrical shock. <p>Ability to:</p> <ul style="list-style-type: none"> Teach subordinates to work from electrical diagrams and blueprints and to make needed technical notes. Plan and supervise the work of several electricians and semi-skilled workers. Prepare work estimates, maintains records and prepare reports. Work with superiors, contractors, officials of other agencies and other city employees.
Education and Experience	<p>High school graduation and three (3) years experience as a journeyman electrician including one (1) year experience in a supervisory capacity.</p>
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none"> • Must possess a valid State –issued driver's license in accordance with the City of KCMO policies. • Must pass a background check as prescribed by the City. • Will be required to pass a preemployment drug screen.
Supervisory Responsibility	<p>Supervision is exercised over assigned personnel.</p>
Supervision Received	<p>Work is performed under general supervision.</p> <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	<p>7/87</p>
Revised	<p>9/06, 8/2022 , 01/2024</p>