

STOCKTON UNIFIED SCHOOL DISTRICT

ELECTRICAL-AUDIO VISUAL-ALARMS-VIDEO SURVEILLANCE SUPERVISOR

DEFINITION

Organize, schedule, assign, and monitor work of the electrical, electronic, audio-visual a office machine repair, intrusion alarms and video surveillance systems; maintain supervisory records; order materials and supplies; oversee complex skilled trades work; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from the Mechanical Division Manager, and exercises general supervision over skilled and semi-skilled trade staff.

REPRESENTATIVE DUTIES: *Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification but is intended to accurately reflect the principle job elements including, but not limited to:*

Review work orders in electrical, fire alarm, lighting control systems, electronic, audio-visual, office machine repair, alarms and surveillance systems, assess priorities and schedule accordingly; assign jobs to employee. (E)

Make estimates on time and materials costs for work order jobs. (E)

Assist in job planning; order materials and estimate labor requirements.(E)

Lay out work to be done, calculate loads to provide additional supply of power in compliance with National Electrical Code (NEC) and District Standards. (E)

Provide technical guidance and review of electrical and low voltage blue prints, specifications and submittals in support of District projects. (E)

Maintain inventory of stock. (E)

Inspect completed jobs; identify additional work required. (E)

Oversee difficult and complex skilled trades work as required. (E)

Assist managers and administrators with assessment of site needs and establishment of a written agreement of work to be done in a set time frame; coordinate projects with other sections in Facilities Services. (E)

Assess job priorities and assign work; inspect and review completed jobs with the site administrator. (E)

Evaluate and prepare comprehensive reports concerning the efficiency and effectiveness of assigned staff; assist with specific studies as directed. (E)

Assist with the resolution of student, parent and community complaints regarding assigned staff. (E)

Meet and coordinate with outside vendors; obtain quotes and bids (E)

Make estimates on time and material costs for work order jobs *(E)*

Assist in the job planning; order materials and estimate labor requirements. *(E)*

Meet and coordinate with any outside contractors in (Skilled Area); coordinate projects with other sections in the facilities division and all site designees as needed . *(E)*

Keep records of hours worked; schedule vacations; maintain records of work activity *(E)*

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job *(E)*

Ensure that equipment is safe and in operating order. *(E)*

May assist in the preparation and monitoring of the department *(E)*

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job; inspect completed jobs *(E)*

Provide for the safety of workers and others at school sites including training staff to report safety hazards *(E)*

Participate in the selection, hiring, training, supervision and evaluation of permanent and probationary staff members *(E)*

Oversee difficult and complex skilled trades work as required *(E)*

Maintain regular and prompt attendance in the workplace. *(E)*

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of electrical installation and repair work; methods, equipment, tools and materials used in the electrical, trade, audio visual, alarms and surveillance trades, journey-level proficiency as an electrician
- Familiarity with electronics, audio-visual equipment repair, and office machine work
- Techniques of work scheduling and organization
- Principles and practices of supervision, communication and training
- Electrical maintenance needs of school buildings, facilities and equipment
- Principles, practices and requirements to maintain Life Safety and Fire Alarm systems in school buildings and in accordance with NFPA.
- Field engineering and common construction practices related to the electrical field.
- Safe work practices knowledge of CAL OSHA and NFPA 70E requirements.
- Personnel rules and procedures of the District

Ability to:

- Oversee the work of others
- Keep records neatly and accurately
- Competency in print and electrical schematic reading.
- Organize and schedule jobs, assess job priorities; order supplies properly and accurately
- Evaluate the electrical maintenance needs of District buildings, facilities and equipment
- Ability to develop and implement a preventative maintenance plan for the electrical department.
- Monitor job progress; inspect completed jobs for quality of work
- Provide training to less experienced staff
- Oversee complex electrical work
- Effectively operate a personal computer, knowledge of basic operating programs and the ability to train staff to use the Districts work order processing software.
- Physical capability sufficient to perform job duties

Experience and Education:

Any combination of education, training and/or experience equivalent to a high school graduation; plus completion of a minimum of four years of classroom and field work in a certified technical school or state indentured apprenticeship program totaling a minimum of eight years of experience as a construction and/or maintenance electrician. In addition:

- Two (2) years of supervisory experience, or completion of an accredited course in supervision, this may be part of the overall eight years of experience.
- Graduation from an accredited apprenticeship is highly desirable

License or Certificate:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

Work Environment:

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

Enclosed work space

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Dexterity of hands and fingers to operate a variety of trade tools.
- Walk and/or stand for extended periods of time.
- Sit for prolonged periods of time.
- See with/without assistive devices sufficient to perform assigned duties.
- Lift and/or carry up to 40 lbs for short distances.
- Occasionally lift and/or carry up to 94 lbs for short distances.
- Occasionally lift 50 lbs overhead for short distances.
- Push/pull up to 100 lbs. for short distances.
- Sufficient body movement and balance to bend at the waist, kneel, crawl, crouch and stoop.
- Reach overhead, above and below the shoulders and horizontally.
- Climb ladders and work from heights.
- Hear and speak with/without assistive devices sufficient to communicate effectively with others.

HAZARDS:

Working on ladders.

Fire alarm noise

Energized circuitry

Working in trenches.