

TENTATIVE

Occ. Code 7120210

TRADES SUPERVISOR (ELECTRICIAN), GRADE 14

New York State Department of Civil Service

Classification Standard

BRIEF DESCRIPTION OF CLASS

Trades Supervisors (Electrician) supervise electricians and other workers engaged in the repair, maintenance and installation of electrical systems and equipment. Incumbents are working supervisors and as such perform any task in the electrical trade. Such activities are covered in the Classification Standard for Trades Specialist (Electrician), Occ. Code 7120120.

DISTINGUISHING CHARACTERISTICS

A Trades Supervisor (Electrician) is a working supervisor of skilled journey-level electricians and semiskilled and unskilled positions in the electrical trade and occasionally other trades. Incumbents assign staff to a project, plan and lay out work, provide assistance and instruction and inspect work. All positions are in the non-competitive jurisdictional class.

In State facilities in which the volume of work in any single trade is insufficient to warrant a specified trade supervisor position, a Maintenance

Supervisor 1 supervises positions in various trades at the skilled, semiskilled and unskilled levels.

RELATED CLASSES

Employees engaged in supervising other building and maintenance trades positions performing specialized activities are classified under a variety of titles such as Trades Supervisor (Plumber & Steamfitter), Trades Supervisor (Carpenter) and Trades Supervisor (Mason & Plasterer).

ILLUSTRATIVE DUTIES

A Trades Supervisor (Electrician) performs the activities and tasks listed in the Classification Standard for Trades Specialist (Electrician), Occ. Code 7120120.

In addition, a Trades Supervisor (Electrician) supervises and plans the work for a subordinate maintenance crew of skilled, semiskilled and unskilled employees.

- Examines blueprints, schematic drawings and sketches to determine material and labor requirements to accomplish the project, and may order required materials and supplies.

- As required, prepares sketches from oral or written instructions showing location of wiring and electrical equipment.
- Assigns staff to each project providing oral instructions, blueprints, or sketches and interprets specifications and blueprints as required.
- Meets with supervisors representing other trades involved in the project to coordinate activities and schedule work to be performed to ensure that the work continues and will be completed on schedule.
- Observes work in progress to ensure that the project will be completed on schedule and according to plan.
- Inspects wiring and fixtures during installation and when completed for conformity to specifications or codes.
- Keeps written records of work performed and accounts for labor and materials used.
- Periodically prepares standard written evaluations of the work performance of subordinate staff.

INDEPENDENCE OF OPERATION

Trades Supervisors (Electrician) are generally supervised by higher level trades positions such as Maintenance Supervisor 3 or 4 who assign projects and provide blueprints, plans or oral instructions. Generally, work priorities are prescribed and detailed plans and drawings are provided. However, incumbents may be required to work from rough sketches or oral instructions.

Although the projects under the supervision of a Trades Supervisor (Electrician) are inspected periodically by the supervisor, incumbents work with considerable independence as is characteristic of the trade.

COMMUNICATION

Trades Supervisor (Electrician) activities are characterized by frequent oral instructions in assigning work and giving instructions and supervising a subordinate maintenance crew. Oral communications are also conducted with supervisors in other trades working on a project. Written progress reports following a standard format are prepared periodically for the supervisor on the projects under way.

On occasion, the Trades Supervisor (Electrician) may be expected to orally communicate with administrators and others to explain the project in terms of what has to be done and when it will be completed.

SUPERVISION EXERCISED

Trades Supervisors (Electrician) supervise a staff by assigning work, giving instructions and assistance and observing and inspecting the project to ensure that plans have been followed and schedules met.

MINIMUM QUALIFICATIONS

Non-competitive: one year of experience as a skilled journey level electrician subsequent to the completion of apprenticeship or equivalent training and experience.

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.