

Electrician Supervisor

Class Code: 7570

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans/supervises the work of electricians and assigned staff according to departmental procedures.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises and inspects work in-progress.
2. Coordinates work with school activities, other trades, and public utilities.
3. Surveys, plans, organizes, and directs the work of electricians.
4. Inspects sites to determine materials/labor needs and costs.
5. Prepares diagrams and sketches of work to be done.
6. Inspects work and approves or disapproves upon completion.
7. Provides input for evaluations of assigned staff.
8. Researches equipment, materials, and supplies; assists in developing specifications.
9. Monitors and maintains shop inventory; initiates requests for equipment, materials, and supplies.
10. Plans new or modifies existing installations to minimize material waste; provides access for future maintenance and avoids hazardous, unsightly, unreliable wiring, conduit, and raceways.
11. Tests equipment and safety components.

12. Tests, troubleshoots, and repairs energized systems, motors, controls, overload relays, pressure switches, transformers, generators, emergency power systems, light plants, lighting circuits, fixtures, switchers, ground circuits, and circuit wiring.
 13. Inspects/calibrates limit switches, drive motors, and other related electrical equipment.
 14. Connects wiring to power equipment, fuse/breaker panels, electrical outlets, and circuit wiring.
 15. Installs switches, relays, circuit breakers, electrical control apparatuses, computer raceways/cables, fiber optic telecommunications wiring, distribution apparatuses, power panels, power distribution cables, buss ducts, and other electrical equipment (vocational shop, theater lighting, athletic field security, and exterior lighting equipment).
 16. Assists Crane Operators in rigging and placing equipment.
 17. May perform First Aid and Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
 18. Conforms to safety standards, as prescribed.
 19. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves planning, supervising, and inspecting the work of electricians.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of electrical lockout-tagout procedures per Occupational Safety and Health Administration (OSHA) guidelines.
2. Knowledge of building construction and materials.
3. Knowledge of building codes and state/local ordinances.
4. Knowledge of building trades.
5. Knowledge of electrician trade practices, procedures, and codes.
6. Knowledge of safe rigging practices and procedures.
7. Knowledge of basic First Aid, CPR/AED, and Universal Precautions.
8. Ability to recognize, understand, interpret, and apply local, state, federal, and national codes/regulations, including International Building Code (IBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA), National Electrical Code (NEC), etc.
9. Ability to operate hand/power tools and equipment.

10. Ability to develop/apply operating, safety, and work procedures.
 11. Ability to meet predetermined deadlines.
 12. Ability to interpret and communicate written/verbal instructions.
 13. Ability to troubleshoot systems.
 14. Ability to perform strenuous, physical work.
 15. Ability to provide cost estimates.
 16. Ability to read and interpret blueprints, schematics, and construction documents.
 17. Ability to plan and organize work.
 18. Ability to supervise and evaluate employees.
 19. Ability to work flexible hours/shifts.
 20. Ability to work in confined areas and sustain long periods of bending.
 21. Ability to withstand heights and perform work safely.
 22. Ability to work cooperatively with employees, students, and the public.
 23. Ability to recognize and report hazards and apply safe work methods.
 24. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High School graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Eight (8) years' construction project management experience; or, Completion of apprenticeship as an electrician, and an additional four (4) years' electrician experience; or, Eight (8) years' experience as a journeyman electrician.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Journeyman electrician certificate, if applicable.

5. Current CPR/AED and First Aid certificates from the American Heart Association, American Red Cross, or a similar organization. Certifications must be maintained for duration of assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED and First Aid certificates must be uploaded into the application.
6. Clark County School District (CCSD) forklift certification. If certificate is not in possession at time of application or qualified selection pool (QSP) request, it must be obtained within five (5) months of hire into position. Certification must be maintained for duration of assignment.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. Safe driving record.
 5. Current First Aid certificate as indicated above. A copy of the front and back of the First Aid certificate must be uploaded into the application.
 6. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 7. Current, valid journeyman certificate, if applicable.
 8. CCSD-issued forklift certificate, if applicable.
 9. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities – offices and schools (classrooms, computer labs, locker rooms, cafeterias), building rooftops, chase-ways, etc.

Work Environment

Strength

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Forklifts and man-lifts, aerial work platforms, pallet jacks, hydraulic crimp tools, electrical hand tools, electric drill motors and saber saws, vices and pipe vices, pipe threaders, pipe benders, hydraulic knock-out punches, wire-pulling machines, trailers, safety equipment, lockouts, and tags, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender

identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/31/24
- Created: 04/28/93