Title: Supervisor Electrician

Title Code: 91769

FLSA Status: Non-Exempt

Date Issued: September 1, 1982

Date Revised: September 20, 2016

General Duties and Responsibilities

Under general supervision, supervises electricians and other assigned personnel in the installation, repair, replacement and maintenance of apparatus, equipment and electric wiring circuits for buildings according to the provisions of the New York City Electrical Code and/or department specifications; performs related work.

General Work Tasks

- Prepares and is responsible for the work of electricians, electrician’s helpers, and other assigned personnel in altering, repairing and maintaining appliances, equipment and wiring circuits in electrical installations for light, heat and power in or on buildings.
- Makes decisions relative to work procedures.
- Prepares work schedules and makes work assignments.
- Makes fields inspections in connection with electrical installations and components of systems relative to work progress or need for alterations, maintenance and repairs thereto.
- Prepares job orders and tool and material requisitions.
- Supervises the complete operation of the department shop.
- Consults with staff personnel, contractors, inspectors and manufacturers’ representatives in connection with department work.
- Keeps records and makes reports.

Qualification Requirements

One year of permanent service in the title of Electrician.

NOTE:

Direct Lines of Promotion

FROM: Electrician (91717)  
   Maintenance Worker (90698)  
TO: None

*For present permanent incumbents only