

Title: Engineering Technician Supervisor - LE
PG: 58
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Lakeland Electric

Class Code: 302620
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

T&D CONSTRUCTION

This is supervisory work in providing technical detail of services for large commercial and industrial electrical power and lighting installations. The technical work involves advising and assisting in planning electrical and lighting services with architects, engineers, contractors, property owners, and customers. Work also involves responsibility for inspecting large commercial and industrial installations to determine whether plans and workmanship conform within established rules and regulations and by established design standards; however, advice on special or unusual problems is available from technical superiors.

T&D MAINTENANCE

This is supervisory work in providing technical detail of residential electric services, N.E.S.C. (National Electric Safety Code) code violations, system maintenance, and management of pole inspection reinforcement contact. The technical work involves advising and assisting in the planning of various system maintenance projects and residential electric services. Work also involves responsibility for joint user contracts to make sure workmanship conforms to established rules, regulations and design standards.

ESSENTIAL FUNCTIONS:

1. Coordinates assignments of lower level technicians for maximum production and service level.
2. Supervises subordinates in the performance of their assignments.
3. Develops work schedules for subordinate employees.
4. Assists in the preparation and monitoring of the section and/or division budget.
5. Trains and develops subordinate employees.
6. Recommends policy changes to provide better service at lower cost.
7. Responsible for the planning and design of complex electric services within established guidelines.
8. Runs computer programs associated with work assignments.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of practices, procedures, standards and methods used in office and engineering work in conjunction with electric system design or application.
2. Extensive knowledge of the materials and equipment used in electric system construction, operation, and maintenance.
3. Thorough knowledge of computer-aided engineering drafting.
4. Thorough knowledge of applicable technical and safety codes.
5. Considerable knowledge of basic engineering theory.
6. Knowledge of routine budgetary and accounting practices and procedures.
7. Ability to read, interpret and prepare technical specifications and reports
8. Ability to perform engineering calculations required in performing day-to-day duties.
9. Ability to work with outside engineers, architects, contractors and manufacturers representatives.
10. Ability to communicate effectively and to maintain effective working relationships.

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11. Ability to direct the work activities of subordinate technicians and lower level employees.
12. Ability of perform some manual labor.

WORKING ENVIRONMENT /CONDITIONS:

Requires sedentary work that involves walking of standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations and may require some manual labor activities.

The job risks exposure to dusts, pollen, extreme cold and or heat, wet or humid conditions, extreme noise levels, fumes and or noxious odors and heights.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Four (4) year degree in a technical field.
2. Two (2) years experience as an Engineering Tech IV or eight (8) years of directly related experience.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing.
4. Supervisor training and/or experience is desired.
5. Completion of City University Level two (2) or completion within twelve (12) months.

SPEICAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license. The employing division will indicate which class of license and/or endorsement is required.
2. Must possess and maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.