

Electrical Supervisor

We are seeking an Electrical Supervisor to join our maintenance team at the friendliest airport in LA! You will work with a team of electricians and plan, organize, assign, inspect and supervise the work of the maintenance electricians as well as electrical contractors engaged in the maintenance and repair of Burbank Glendale Pasadena Airport Authority facilities, equipment, and other infrastructure; and perform related duties as assigned. You will also supervise the activities of on-duty skilled, semi-skilled and unskilled electrical maintenance workers. Primarily focusing on the supervision of electricians and HVAC technicians.

Duties:

- Participates in the selection and training of assigned electrical personnel; establishes work priorities, and assigns work.
- Plans and evaluates the performance of assigned electrical and HVAC staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with policies and labor contract agreements.
- Provides day-to-day leadership and works with electrical staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and the Burbank Glendale Pasadena Airport Authority mission and objectives. Participates in the preparation of operating budget recommendations, authorizes the purchase of electrical materials, and monitors work activities and expenditures to control costs.
- Participates in the development of operation and support strategies to meet unit objectives; participates in the development and implementation of preventative and predictive maintenance standards and schedules.
- Provides technical electrical assistance to staff.
- Checks and/or prepares work orders, records and reports; prepares cost estimates for assigned electrical projects; estimates time, material and equipment for assigned projects.
- Inspects electrical equipment, electrical distribution and lighting for maintenance and repair needs.
- Inspects work in progress and at completion to ensure compliance with plans and specifications; inspects work performed by maintenance electricians and electrical contractors.
- Responsible for carrying out the electrical safety program; ensures subordinates follow safety policy in work methods and procedures; enforces safety precautions while working in dangerous situations; educates personnel on rules, regulations, safe working habits and potential hazards presented by their work environment.

- Inspects tools, equipment and machinery to ensure proper and safe operating conditions.
- Confers with engineers and other staff regarding plans and specifications for the maintenance of electrical equipment and electrical distribution; reviews plans and specifications for completeness, accuracy and compliance with standards and specifications.
- Ensures the timely completion of preventive and predictive electrical maintenance programs.
- Requisitions necessary tools, equipment, in addition to electrical and lighting supplies.
- Develops, reviews and updates written maintenance procedures, instructions and schedules.
- Operates vehicles to travel to various locations.

Minimum Qualifications:

- Graduation from high school or GED equivalent; and
- Four years of experience as a journeyman level electrician.
- Two years of supervisory experience

License and Special Requirements:

- Possession of a valid California Driver's license
- Obtain and maintain security clearance as required by role and TSA regulations

To Apply:

Please apply to this position on ZipRecruiter by utilizing the link below:

<https://www.ziprecruiter.com/job/99870e74>

***** ONLY candidates who meet minimum qualifications will be considered**