



Career Service Authority

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Aviation Electrical Superintendent

GENERAL STATEMENT OF CLASS DUTIES

Directs and supervises the operations of the electrical unit of the Technical Maintenance Department at Denver International Airport.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Field Superintendent who performs second level supervisory responsibilities over skilled trade supervisors, crew supervisors, and employees involved in City field operations and Facilities Superintendent who performs second level supervisory work over skilled trade supervisors and employees involved in maintenance, repair, or construction of City facilities.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more first-level supervisors.

ESSENTIAL DUTIES

Supervises subordinate supervisors and employees involved in the maintenance, repair and construction of highly technical electrical systems such as runway lighting and navigational systems at the airport.

Develops and monitors work teams or units determining priorities, goals and objectives of the work functions, and assigns staff to efficiently and effectively accomplish the division's goals and objectives.

Establishes and maintains preventive maintenance and repair programs for City owned facilities and equipment at the airport.

Implements safety standards and develops procedures to ensure compliance.

Assists in the formulation of the budget and tracks expenditures.

Estimates electrical expenditures on construction, remodeling, maintenance and repair projects.

Disseminates information to supervisors regarding work schedules, time frames, cost estimates, required personnel and the feasibility of electrical maintenance projects.

Directs the development of performance evaluation standards for functions managed within the guidelines set by top management. Formally evaluates the work of directly subordinate supervisors and/or staff.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of maintenance principles and practices sufficient to be able to establish preventive maintenance and repair programs.

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.

Skill in analyzing work functions and developing methodologies to ensure effective and efficient completion of the work assignment.

Skill in developing techniques and methodologies to resolve unprecedented problems or situations.

Skill in estimating costs relative to the work assignment.

Skill in establishing priorities and coordinating various aspects of a project to ensure efficient and effective completion of projects as assigned.

Skill in applying the principles of staff development to provide staff training and cross training.

Physical Demands :

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Near Acuity: ability to see clearly at 20 inches or less.

Working Environment:

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Education Requirement:

Graduation from high school or possession of a GED Certificate plus eighteen semester hours of directly related management course work from an accredited college or university which must have included management, personnel, performance evaluation, and business communication and report writing.

Experience Requirement:

Three years of experience as a journey electrician which must have included two years in a supervisory capacity.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement except for the two years in a supervisory capacity.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's License at the time of application.

Possession of a valid Master Electrician license issued by the State of Colorado at the time of application.

By assignment: Master Electrician must obtain a Contractor License issued by the State of Colorado which incorporates permit pulling capability by the completion of probation

CLASS DETAIL

<i>FLSA CODE:</i>	Exempt
<i>ESTABLISHED DATE:</i>	9/16/95
<i>ESTABLISHED BY:</i>	Monika MacRossie
<i>REVISED DATE:</i>	12/20/09
<i>REVISED BY:</i>	Steve Adkison
<i>CLASS HISTORY</i>	12/20/09: Revised into current spec format.