

Job Description

Job Title: Electrician Supervisor
Position Code: 1N29, AN29
Job Classification: Non-Exempt

Supervisor: Executive Director of Plant Services
Pay Grade: 35
Contract Length: 245 Days

Job Summary

Position is responsible for planning, supervising and inspecting the work of electricians.

Essential Duties

1. Responsible for planning, supervising and inspecting skilled electrical work.
2. Procures the appropriate equipment and materials.
3. Enters work requests, updates and completes entries into the CMMS.
4. Performs the most difficult electrical work.
5. Makes assignments to electricians and gives technical advice and assistance as needed.
6. Inspects all major projects for satisfactory performance and uses own judgment regarding work methods.
7. Coordinates and manages planned and unplanned power outages.
8. Supervises and inspects all major installation and maintenance jobs of an electrical nature.
9. Schedules electrical installation and repair jobs.
10. Estimates labor and material required on electrical jobs requiring a high degree of skill and gives assistance to other electricians on complex jobs.
11. Plans electrical layouts.
12. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Executive Director of Plant Services or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school or GED. Considerable experience at the level of Electrician III, including experience in a supervisory capacity. Comprehensive knowledge of the standard practices, tools, and terminology of the electrical trade. Thorough knowledge of occupational hazards and safety precautions of the trade; ability to plan, lay out, and perform complex electrical work, making efficient use of labor and materials. Skill in the use of tools and equipment of the trade. Demonstrates ability to climb ladders and work in confined spaces above and below ground. Possession of a valid Master Electrician's license and Virginia Driver's License.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Demonstrates ability to climb ladders and work in confined spaces above and below ground. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while

performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/building environment. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Executive Director of Plant Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Electrician Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Plant Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

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Updated 03/2026 LS