



HOME FORWARD
invites applications for the position of:

Supervising Electrician

SALARY: \$41.13 - \$41.13 Hourly
\$85,550.40 - \$85,550.40 Annually

OPENING DATE: 10/26/17

CLOSING DATE: Continuous

DESCRIPTION:

Performs skilled preventive and corrective electrical work; plans, assigns, coordinates and oversees the work of journey level craft staff and outside contractors. Employees occupying this position are responsible for obtaining the required and appropriate permits for electrical work performed at Home Forward including but not limited to the master permit program, minor labels, and/or others as needed. Responsible for the installation, alteration, maintenance and repair of electrical systems, fixtures, and related equipment as well as installing conduit, setting-in switch and fuse panels, and the utilizing craft specific knowledge and skills to troubleshoot problems. Ensure electrical work performed at Home Forward is in accordance with standard practices of the trade and in compliance with state and local regulations; train and evaluate maintenance staff on electrical work they are authorized to complete.

The Supervising Electrician is covered by a collective bargaining agreement and the current wage is \$41.13 per hour. This position will work Monday through Friday, 8:00am to 4:30pm throughout Multnomah County, and is eligible to receive all Home Forward medical, dental, vacation, holiday, and sick pay benefits.

**This position is represented by the
International Brotherhood of Electrical Workers Local 48.**

This position will be open until a satisfactory number of qualified applications are received. For best consideration, apply early!

ESSENTIAL JOB FUNCTIONS:

Important responsibilities and duties may include, but are not limited to, the following:

1. Responsible for obtaining the required and appropriate permits for electrical work performed at Home Forward including but not limited to the master permits program, minor labels, and/or other permits as needed.
2. Performs skilled preventive and corrective electrical maintenance to Home Forward building systems and equipment including but not limited to: interior and exterior lighting, fire alarm systems and security camera systems. Assists in the prioritization of agency electrical work.
3. Oversees the work of journey level craft personnel and outside contractors engaged in the construction, installation, maintenance and repair of Home Forward electrical systems.
4. Ensures the electrical work performed at Home Forward is in accordance with the standard practices of the trade and in compliance with state and local regulations; trains

and evaluates the work of maintenance staff authorized to complete limited electrical work.

5. Continually assesses and evaluates electrical systems for adequate capacity, safety and code compliance; plans preventive maintenance programs and ensures their effective implementation. Coordinates with
6. Conducts field inspections of work in progress and completed projects to ensure systems are in proper operating condition.
7. Responds to electrical emergencies and assists with the diagnoses of outages and interruptions of service. Plans corrective measures and performs repairs.
8. Ensures that electrical permit records are current and coordinates electrical inspections.
9. Evaluates Home Forward's safety practices and policies for working with electricity and electrical systems; as a consult for and gives technical guidance about electrical safety when needed; makes recommendations for updates or changes to practices and policies as needed.
10. Maintains appropriate licenses. Keeps abreast of technical trends and advances in the field and researches and recommends the use of new equipment, devices and systems.
11. Assists in the design and evaluation of plans for electrical work related to building remodels.
12. Tests, locates and repairs trouble in electrical circuits and equipment.
13. Installs conduits, transformers, signaling systems, pull boxes and switches.
14. Services and repairs starters, motors, and various other types of electrical equipment and apparatus.
15. Repairs and replaces broken or defective parts in motors, switches and fixtures.
16. Tests, locates, and repairs trouble in electrical circuits and equipment.
17. Performs electronic equipment repairs and trouble shooting.
18. Installs, modifies, maintains, and repairs interior wiring and cables, connections for HVAC systems, boilers, generators, electric machines, switches and controls, fuse boxes, breaker panels, distribution and instrument panels, buzzer and bell circuits, audio systems, and power circuits.
19. Installs and repairs fluorescent, industrial and general lighting fixtures and connections.
20. Interprets blueprints, sketches, and specifications in making electrical installations.
21. Uses voltmeters, amp meters, ohmmeters, and hand tools ordinarily used in the trade.
22. Performs related duties and responsibilities as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, methods and equipment used in the installation, maintenance and repair of electrical systems and electronic equipment;
- Relevant local, state and federal regulations, codes and ordinances pertaining to electrical work;
- Safety practices, safe work methods and safety methods;
- Electrical power distribution and system design;
- Standard electrical trade maintenance, design and construction techniques;
- Electrical systems and the repair of heating and cooling systems found in large residential buildings;
- Tools, materials, and practices of the electrical trade.

Ability to:

- Plan, organize, estimate, coordinate, assign, review, and evaluate electrical work performed by others;
- Identify and implement effective courses of action to complete assigned work;
- Work independently in the absence of supervision;
- Communicate orally and in writing;
- Read and interpret drawings, specifications and manuals;

- Understand and following oral and written instructions;
- Make quick decisions in emergency situations;
- Use and care for the standard tools and equipment of the trade;
- Locate and correct defects in electrical systems, machinery and equipment;
- Maintain work order and other maintenance records;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Complete repetitive motions of hands/wrists;
- Climb ladders, stairs and scaffolding throughout shift;
- Push/pull a minimum of 50 lbs.;
- Lift/carry from 50 to 70 lb. occasionally throughout shift;
- Carry an extension ladder;
- Grasp hand tools;
- Kneel/squat/bend/twist/crawl;
- Perform repetitive motions of upper torso throughout shift;
- Stand or be on feet the majority of the shift.

EDUCATION & EXPERIENCE GUIDELINES:**REQUIRED LICENSES OR CERTIFICATES**

Possession of a valid driver's license.

Possession of a current Oregon State General Supervisor Electrician's license.

Membership in local 48 of the International Brotherhood of Electrical Workers.

SUPERVISION EXERCISED AND RECEIVED:

Receives general direction from the Manager of Maintenance Services.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.homeforward.org>

OUR OFFICE IS LOCATED AT:

135 SW Ash St.

Portland, OR 97204

503-802-8515

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Position #2017-00058

SUPERVISING ELECTRICIAN

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