

POSITION AVAILABLE ANNOUNCEMENT

CITY OF PARKERSBURG

Electrical Services Supervisor

DEPARTMENT: Public Works

DIVISION: Electric

GRADE: S-4 \$39,270/yr Exempt

Reports Directly to the Public Works Director.

JOB SUMMARY: Responsible for supervising, administering and participating in electrical installation and maintenance services in the areas of traffic engineering maintenance, automotive services, street lighting, and municipal facilities maintenance.

RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES:

- 1) Supervises technical staff and participates in the design, installation, alteration, maintenance and repair of electrical systems, equipment and fixtures;
- 2) Plans and organizes work, assigns work to subordinates, monitors work being accomplished, and inspects work upon completion;
- 3) Analyzes and designs street lighting installation and traffic engineering controller installation;
- 4) Appears in court to testify in cases involving traffic controllers;
- 5) Participates in decisions regarding hiring, firing, and advancement of employees;
- 6) Prepares the annual operating budget;
- 7) Requisitions supplies and equipment;
- 8) Maintains a variety of records and prepares a variety of reports;
- 9) Performs other related work as assigned.

POSITION REQUIREMENTS AND QUALIFICATIONS:

Graduation from high school or GED, supplemented by formal and/or continuing education in relevant areas; five (5) years of master level electrician experience (preferably in local government), and two (2) years of supervisory experience; or an equivalent combination of experience and training. Must be able to communicate effectively and interact professionally with the public.

Possession of a West Virginia Master Electrician's License.

Possession of a valid Class B Commercial Driver's License.

Applications are also available at:

Personnel Department City of Parkersburg 5th Floor One Government Square
Parkersburg, WV 26101

Completed applications should be returned to the address above.

THE CITY OF PARKERSBURG IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT
DISCRIMINATE ON THE
BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, MILITARY
VETERAN STATUS,
RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.
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