

PART I

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

10.065
10.066

Class Specification
for the Classes:

ELECTRICIAN SUPERVISOR I - II
F110; F210
BU:02

ELECTRICIAN SUPERVISOR I

10.065

Duties Summary:

Supervises a group of several skilled electricians in the repair, maintenance and installation of electrical systems and equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the first level full supervisory class in the series.

This class differs from that of Electrician II in that the Electrician Supervisor I plans, lays out and inspects the work of a group of several skilled electricians and perhaps other workers on a substantially full-time basis and only occasionally may perform skilled electrician work; whereas the Electrician II spends a majority of the work time in performing skilled electrical work and, in addition, supervises other skilled electricians.

This class differs from that of Electrician Supervisor II in that the Electrician Supervisor I is the immediate supervisor of a group of skilled electricians and plans, lay out and inspects the work of the group on a substantially full-time basis; whereas the Electrician Supervisor II supervises through subordinate supervisors a large work force of skilled electricians and perhaps other workers in a large electrical maintenance activity.

Examples of Duties:

Plans, lays out, assigns and inspects the work performed by a crew of workers engaged in installing, servicing and maintaining electrical equipment and wiring systems; inspects installations, equipment and wiring systems for needed repairs; estimates cost of labor, supplies and materials; determines priority of work to be performed; plans electrical installations; reads and interprets blueprints and wiring diagrams of circuits and equipment; submits requisitions for electrical supplies, materials, tools and equipment; provides for servicing and maintenance of communication systems; plans

safety programs and enforces safety regulations; maintains records of activities and prepares reports.

Knowledge of: Practices and methods in the electrical trade, including safety procedures and electrical code; the tools, equipment and materials used in the electrical trade; principles and practices of supervision.

Ability to: Plan, lay out, assign and review the work of a group of several skilled electricians; develop a schedule of preventive maintenance, and determine the need for electrical repairs; read and interpret blueprints, sketches, manuals and other materials; estimate time and materials needed to complete electrical work, and keep records and make reports; understand, give and follow oral and written instructions; deal effectively with other supervisors in organizing and expediting work.

ELECTRICIAN SUPERVISOR II

10.066

Duties Summary:

Supervises through a subordinate level of supervision one or more groups of several skilled electricians in the repair, maintenance and installation of electrical systems and equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the second level full supervisory class in the series.

This class differs from that of Electrician Supervisor I in that the Electrician Supervisor II supervises through subordinate supervisors a large work force of skilled electricians and perhaps other workers in a large electrical maintenance activity; whereas the Electrician Supervisor I is the immediate supervisor of a group of skilled electricians and plans, lays out and inspects the work of the group on a substantially full-time basis.

Examples of Duties:

Plans, lays out, assigns, directs and coordinates, through subordinate foremen, electrical work performed in or about schools and State buildings; screens work order requests and establishes job priorities; estimates time, labor, material and cost requirements; reviews and inspects work performed in the installation, maintenance and repair of electrical systems, fixtures, motors, transformers, panel boards, switches, appliances and other related equipment; makes preliminary, progressive and final inspections of all electrical projects for compliance with contractual agreements and with provisions of the Electrical Code; meets and confers with electrical contractors and insures that work is performed adequately; makes recommendations to superiors on overall needs and programs; reads and interprets plans and specifications; reads,

interprets and works from blueprints, diagrams and sketches of electrical circuits; makes requisitions for needed equipment and supplies; reviews all time sheets prepared by subordinates; keeps records and prepares periodic work reports; initiates and enforces safety practices and procedures.

Knowledge and Abilities Required:

Knowledge of: Practices and methods in the electrical trade, including safety procedures and electrical code; the tools, equipment and materials used in the electrical trade; principles and practices of supervision.

Ability to: Plan, lay out, assign and review the work of one or more groups of several skilled electricians through a subordinate level of supervision; develop a program of preventive maintenance, and determine the need for electrical repairs; read and interpret blueprints, sketches, manuals and other materials; estimate time and material needs to complete electrical work, and keep records and make reports; understand, give and follow oral and written instructions; deal effectively with other supervisors in organizing and expediting work.

This is an amendment to the class specifications for the class, ELECTRICIAN SUPERVISOR I - II, to combine levels I and II, effective April 5, 2013.

Reviewed for currency and updated May 20, 1983.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: April 5, 2013

PAUL TSUKIYAMA
Director of Human Resources