



Office of Human Resources
Aviation Electrical Superintendent - CJ2480
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General Statement of 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.

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.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

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.

Competencies

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

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

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.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) 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 the minimum experience requirements.

Licensure & Certification

This job requires driving. Requires a valid 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 prior to completion of probation period.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.
Subject to varying and unpredictable situations.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: perceiving the nature of sound by the ear.

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

Sitting: remaining in the normal seated position.

Talking: Expressing or exchanging ideas by means of spoken words

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Crouching: bending body downward and forward by bending legs.

Repetitive motions: making frequent movements with a part of the body.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Licenses/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-813

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: