

JOB POSTING
WORK LOCATION – DIVISION OF SCHOOL FACILITIES
Civil Service Title: Supervisor of Electrical Installation and Maintenance, Level 2
Salary: \$50,787 - \$73,080

Duties and Responsibilities

Under general supervision of the Unit Head Quality Assurance and Cost Control, oversees complex electrical installations, monitors the maintenance and repair of electrical equipment and systems; and participates in the oversight of contracts for electrical work with contractors and vendors. Oversees the contractual agreements with private contractors and vendors to implement necessary electrical work including the installation, alteration and repair of electrical equipment in schools and leased sites. Supervises and evaluates inspectors and provides technical guidance. Reviews technical data and designs. Confers with contractors regarding more difficult repair jobs to ensure compliance with contract requirements, specifications, acceptability of material and adherence to plans. Inspects projects during the actual installation and during the guarantee period. Makes final inspection of completed installations. Coordinates the repairs and tests of alarms and control systems with contractors and/or with shop personnel. Confers with contractors regarding interpretations of specifications, acceptability of specific materials and adherence to plans and safety standards. Witnesses and passes upon tests required in specifications, applicable codes, and rules and regulations of government agencies. Prepares specifications for electrical system additions. Reviews and recommends for approval all contractors bills and payments, shop orders and routine specifications prepared by staff. Performs related work.

Minimum Selection Criteria

A four-year high school diploma or its educational equivalent, and five years of full-time satisfactory experience in the installation, repair and/or inspection of electrical equipment, at least two years of which must have been experience in a large building or facility of at least 100,000 square feet or a number of buildings of at least 3 stories each, adding up to a total of at least 100,000 square feet; or at least three years of full-time experience in a facility, building or buildings as described above and up to a maximum of 2 years education in an accredited college leading to a baccalaureate degree in engineering or engineering technology to make up the equivalent of the remaining required 5 years experience. One year of acceptable experience will be credited for each 30 semester credits of the above education.

License Requirement

By the time you are appointed to this position, you must have a motor vehicle driver's license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

Application:

Cover letter and resume must be submitted by close of business **December 22, 2006**, to the following address:

New York City Department of Education
Office of School Support Services
Human Resources
44-36 Vernon Boulevard, 4th Floor
Long Island City, New York 11101
Re: SEIM L2
Fax: 718-472-0649
Email: osss@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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