



COLUMBIA COUNTY, OREGON
JOB TITLE: ELECTRICAL SIGNING SUPERVISOR
DATE: OCTOBER 1, 2023

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	General Services	JOB CODE:	P0037
SUPERVISOR:	Director, General Services	SALARY RANGE:	27
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Oversee and monitor all electrical work in progress for county facilities. Inspect completed work to ensure it is in compliance with specifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Sign electrical permits to indicate all installations meet minimum safety standards; proper electrical safety procedures are used; and any corrections issued by inspector are satisfactorily completed.

Ensure proper permits and/or labels are obtained and properly posted.

Design, plan, and lay out work for county electrical projects.

Oversee and participate in installation, maintenance, and repair of electrical equipment and systems.

Design, modify, and install electric circuits, computerized motor controls, lighting, and alarm controls.

Maintain, upgrade, and install emergency power and lighting systems.

Schedule, coordinate, and perform preventative maintenance of electrical systems and equipment.

Provide oversight for electrical installations by HVAC, plumbing, building maintenance workers, and contractors.

Maintain maintenance records for work performed on a specified schedule as required. Assist in ongoing developments and improvements to the facilities work management system(s).

Provide assistance during facility electrical projects to include soliciting of bids, monitoring the work of contractors, and keeping records of expenses and contracts as assigned.

Provide assistance in the development and documentation of facilities services standard operating procedures (SOP's). Play a key role in an ongoing facilities services SOP cross-training program for all county facilities.

Recommend and implement policies, procedures, and work standards and practices for a more efficient departmental operation. Assist in the ongoing improvement and development of the county's operations and maintenance program for managing hazardous materials in the workplace.

Maintain necessary requirements to maintain Signing Supervisor License as required by the State of Oregon.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.



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SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise staff while performing basic electrical work.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the General Services Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma plus specialized training as an Electrician. Five years' experience as a journeyman electrician. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a current Oregon Supervising Electrician License and an Oregon Journeyman Electrician License. Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the current National Electric Code. Thorough knowledge of electrical and/or electronic principles, wiring specification codes, properties of various materials, principles of operation and application of electrical and/or electronic equipment such as motors, switches, control boards, generators, circuit breakers, and lighting and alarm controls. Knowledge of proper safety methods involved in electrical work. Knowledge of, and ability to assist in installations, maintain, troubleshoot, and repair security systems and components including cameras, recording devices, key card entry systems, and pneumatic door locking mechanisms.

Skill in work order software programs and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Read and understand blueprints and/or schematics related to electrical requirements.
- Operate a variety of hand and power equipment in a safe and effective manner.



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- Meet deadlines and work independently in cooperation with agency, community, and industry representatives.
- Follow and to motivate others to follow standard purchasing procedures and practices.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening. Must obtain all training and security clearance measures that are required to gain access and conduct maintenance operations in all Columbia County facilities and departments, including the Jail and Justice Facility.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds while in the office. Field activities require walking, bending, stooping, climbing, and crawling in confined areas or areas under construction. Work with facilities projects may necessitate the movement of materials in excess of 60 pounds. Extended periods of stooping, walking, and/or standing along with climbing stairs will be required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Field work will expose position to various weather conditions and terrains. Driving is a regular requirement of the position. May be required to travel at nighttime or on weekends or in inclement weather. Field work may require walking over various terrain or other hazards and exposure to various weather conditions. After hours response to facilities emergencies occasionally required.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***