

# City of Ithaca

## Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

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### JOB APPLICATIONS WANTED

**TITLE:** Supervisor of Electrical Services

**LOCATION:** City of Ithaca - Department of Public Works - Streets and Facilities Division

**SALARY:** \$60,024, with subsequent increases to \$75,029

**The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.**

**POSITION DESCRIPTION:** The Supervisor of Electrical Services is responsible for planning, directing and supervising the skilled and efficient installation, maintenance and repair of all electrical equipment, wiring and electrical systems for the City. The Supervisor of Electrical Services also directly performs skilled electrical maintenance, construction and extensive troubleshooting work. The incumbent is responsible for assuring that all electrical installations under the Board of Public Works control are in safe operating condition and in compliance with the National Fire Protection Association, the National Electrical Code, the National Fire Alarm and Signal Code, the New York State Manual on Uniform Traffic Control Devices, and the Manual on Uniform Traffic Control Devices issued by the United States Department of Transportation. The work is performed under the general direction of the Assistant Superintendent of Public Works (Streets and Facilities) with extensive leeway allowed for the exercise of independent judgment in the performance of the work. Supervision is exercised over the work of skilled workers. Does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in electrical or electronic technology or a closely related field, and five (5) years of full-time paid experience, or its part-time paid equivalent, as a journey-level electrician; or
- B. Graduation from high school or possession of a high school equivalency diploma and ten (10) years of the experience described in (A); or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

**SPECIAL REQUIREMENTS:**

- 1. Candidates must obtain certification from the City of Ithaca as a Licensed Electrician within twelve (12) months of appointment and must maintain said certification for the duration of employment.
- 2. Candidates must obtain a New York State Class B Commercial Driver License (CDL) or a valid Commercial Driver License equivalent to a New York State Class B Commercial Driver License within twelve (12) months of appointment and must maintain said license for the duration of employment.
- 3. Candidates must obtain a Traffic Signal Level 1 Certification issued by the International Municipal Signal Association (IMSA) within two (2) years of appointment and must maintain said certification for the duration of employment.

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**RESIDENCY REQUIREMENTS:** There are no residency requirements for this position.

**APPOINTMENT STATUS AND EXAM REQUIREMENT:** This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of high school and college transcripts
- Copy of driver license

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Applications will be accepted until position is filled. Submit required application materials to:

City of Ithaca  
Human Resources Department  
Web site: <https://ithaca-portal.mycivilservice.com>



The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

Re-issued: December 22, 2022