AUBURN
Human Resources

Supv, Electrician

Job Description

JOB INFORMATION

Job Code	NB15
Job Description Title	Supv, Electrician
Pay Grade	ST15
Range Minimum	$55,130
33rd %	$67,990
Range Midpoint	$74,420
67th %	$80,860
Range Maximum	$93,720
Exemption Status	Non-Exempt
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JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Electrical Technology

JOB SUMMARY

Provides on-site supervision for electrical construction, renovation, and repair work across university facilities. Coordinates personnel, materials, safety expectations, and customer communication to ensure work is completed safely, efficiently, and in accordance with applicable codes and standards.

RESPONSIBILITIES

- Manages and coordinates the work and responsibilities of personnel by reviewing electrical tasks, inspecting job sites, revising instructions, and talking with other supervisors to ensure that all work is completed in a safe and efficient manner.
- Evaluates proposed electrical jobs in order to provide cost estimates.
- Plans and organizes electrical renovations and construction project requirements for facilities and infrastructure on university property.
- Communicates and coordinates regularly with others to keep them aware of activities of department and answer questions.
- Diagnose electrical problems and repairs and replaces equipment, units, and parts.
- Provides training on a regular basis with small group classes or independently to increase skill and knowledge of personnel.
- Approves invoices and oversees computer database for work activities, supplies, and equipment for accountability.
- Follows and ensures work is performed in accordance with applicable electrical codes, safety procedures, Facilities Design and Construction Standards, and university policies.
- Identifies material, equipment, staffing, and scheduling needs required to complete assigned electrical work.
- Maintains responsibility for personal safety and the safety of others by following established safety procedures, using required personal protective equipment, identifying and reporting unsafe conditions, and completing required safety training.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	6 years of	Experience in electrical practices.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of national electrical code and safety codes.	
Knowledge of supervisory practices and methods.	
Knowledge of applicable electrical codes, safety standards, lockout/tagout procedures, arc flash precautions, and safe work practices related to electrical systems.	
Ability to plan, assign, prioritize, and monitor the work of skilled trades employees in a campus facilities environment.	
Ability to communicate effectively with employees, supervisors, customers, contractors, and other stakeholders regarding work status, job requirements, and operational impacts.	
Ability to maintain accurate records, document work activities, review job information, and use data to support scheduling, accountability, and operational decisions.	
Ability to effectively utilize and learn technology systems, software applications, computers, tablets, and mobile devices to plan work, communicate with employees and customers, document activities, monitor operational performance, and support departmental objectives.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	State of Alabama Electrician Journeyman's License. If Journeyman's License is registered in another state, Alabama license must be obtained in the first 6 months of employment.	Upon Hire	Required	And
DL NUMBER - Driver License, Valid and in State	Any state and some positions may require a Class A Commercial Drivers License (CDL)	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting			X			
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.