AUBURN
Human Resources

Supv, Electrical Distribution

Job Description

JOB INFORMATION

Job Code	NB33
Job Description Title	Supv, Electrical Distribution
Pay Grade	ST18
Range Minimum	$77,370
33rd %	$98,010
Range Midpoint	$108,320
67th %	$118,640
Range Maximum	$139,270
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/15/2021

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Supervises and leads the Electrical Distribution staff and holds responsibility for all work associated with the operation, maintenance, modification, protection, and surveillance of the primary electrical distribution system (substations, distribution infrastructure, transformers, switches and relays, protection devices, metering, monitoring, and controls) and traffic control equipment. Provides technical expertise as the University's electrical distribution subject matter expert.

RESPONSIBILITIES

- Ensures all work performed by the Electrical Distribution staff is completed in a safe, timely, and efficient manner and in compliance with University, industry, state, and federal standards, laws, and guidelines. Develops operating instructions, procedures, and policies for assigned workforce. Trains and communicates with staff to ensure all requirements are understood and maintained.
- Performs all essential functions of an Electrical Distribution Lineman III including, but not limited to, performing highly complex installations, preventive maintenance, and repairs on electrical distribution and tragic signal control systems. Writes, conducts, and/or approves advanced switching orders.
- Designs and plans improvement initiatives, preventive maintenance projects, and daily work activities to ensure the effective operation, maintenance, and modification of the University’s electrical distribution system.
- Responsible for the daily monitoring of the electrical distribution system using data from the Supervisory Control and Data Acquisition (SCADA) system*, automatic meter reading, and other electronic systems. Identifies abnormal conditions, determines the appropriate response, develops repair plans, and prepares status reports for management.
- Oversees the administrative functions of the office including time keeping, budget management, safety, and compliance-related functions. Maintains and analyzes all system records and documentation to provide configuration management, performance metrics, and system status information.
- Responsible for overseeing the response to electrical system outages, identification and resolution of issues, and restoration of services in a timely manner while minimizing campus disruptions.
- Organizes crew and coordinates with internal departments and/or contracted services to ensure that the proper support is available for the successful and timely completion of work. Clearly and promptly communicates with management, customers, and stakeholders to provide status updates, maintain awareness of activities, and resolve questions.
- Anticipates work activity needs and ensures the proper supply, purchasing, and maintenance of electrical distribution equipment and resources; ensures all related activities are conducted and documented appropriately.

RESPONSIBILITIES

- Directly supervises assigned staff, anticipates staffing needs, participates in recruitment, and conducts performance evaluations. Assists in resolving employee relations issues. Oversees and plans for the training and development needs of the electrical distribution crew.
- Performs design reviews and participates in design development meetings for building projects and electrical distribution infrastructure. Provides recommendations for system modifications and expansions to meet changing load requirements of the campus. Inspects contractor-installed electrical distribution system additions or modifications to ensure compliance with engineering designs, codes, and standards as well as Auburn University standards.
- Required to serve in an on-call status and remain work-ready when scheduled for an on-call period or rotation. Work-ready status requires an employee to return to the worksite within forty-five minutes while being physically and mentally unimpaired and fit for duty, able to safely perform all essential job functions with no risk to self, coworkers, students, public, or property.

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. Associate's Degree in Electrical Technology desired.	and	12 years of	Progressive experience performing and leading electrical distribution system operations, maintenance, and modifications. Preferred: 4 years' experience at the Lineman III level or industry equivalent.	And

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

Expert-level knowledge of medium voltage (600Volts and above) electrical distribution system operations and maintenance.	And
Advanced knowledge of safe and effective methods of performing and supervising work; knowledge of safe & correct operation of vehicles and equipment.	And
Thorough knowledge and ability to troubleshoot and resolve nonstandard issues of highest complexity.	And
Thorough knowledge of line tagging standards and switching order requirements.	And
Ability to lead, train, and motivate others; ability to effectively communicate with customers and employees.	And
Ability to read and interpret wiring diagrams, switching orders, and other technical drawings.	And
Ability to interpret situations quickly and make logical decisions under high pressure and time-sensitive situations.	And
Preferred knowledge of Auburn University's electrical distribution system's design, operations, and interconnections with other systems.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Lineman Apprenticeship Certification from TVPPA or equivalent program approved by Auburn University. Utilities & Energy Department.	Upon Hire	Required	And
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	And
CDL - Group A - Commercial Drivers License	Class A Commercial Driver's License (CDL) with Air Brakes	within 90 Days	Required	And
CPR - Cardiac Pulmonary Resuscitation	CPR certification	within 90 Days	Required	And
	Advanced Line worker Certification from TVPPA.	Upon Hire	Desired	Or
	Level 1 Thermography Certification.	Upon Hire	Desired	Or
	Traffic Signal Technician Level 1 Certification	Upon Hire	Desired	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR); Pre-Employment Drug Screening

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

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions					X
Vibration					X

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.