AUBURN
Human Resources

Asst Supv, Electrical Distribution

Job Description

JOB INFORMATION

Job Code	NB94
Job Description Title	Asst Supv, Electrical Distribution
Pay Grade	ST17
Range Minimum	$67,280
33rd %	$85,220
Range Midpoint	$94,190
67th %	$103,160
Range Maximum	$121,110
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

Reporting to the Supervisor, Electrical Distribution, assists in the daily oversight and coordination of work performed by the Electrical Distribution staff including 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 on-site supervision and technical direction.

RESPONSIBILITIES

- Assists the Supervisor, Electrical Distribution with oversight of the Electrical Distribution staff to ensure that all work is performed in a safe and efficient manner and in compliance with all applicable laws, standards, policies, and guidelines. Assists in the development of procedures and operating instructions for safe, accurate, and quality work performance.
- 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.
- Plans and coordinates the daily tasks performed by the Electrical Distribution Lineman in support of the effective operation, maintenance, and modification of the University’s electrical distributions system. Develops, organizes, and leads preventative maintenance activities to improve electrical system reliability and performance.
- Assists with administrative functions of the office including time keeping, safety, budget coordination, and compliance-related functions. Assists in maintaining all system records and documentation to support configurations management, performance metrics, and system status information.
- Leads and ensures the timely response to electrical system outages. Helps coordinate crews and other support needed to identify and troubleshoot issues, restore services in a timely manner, and minimize campus disruption.
- Oversees the daily monitoring of the electrical distribution systems using data available in the Supervisory Control and Data Acquisition (SCADA) system, automatic meter reading, and other electronic systems. Reports abnormal conditions, identifies appropriate solutions, and develops repair plans.
- Assists with the training and development needs of the electrical distribution staff members.
- Assists in ensuring the proper inventory supply and maintenance of equipment and other resources necessary to respond to anticipated work events; ensures all related activities are conducted and documented appropriately.
- Performs plan reviews and participates in design development meetings for building projects and electrical distribution infrastructure. Assists in providing recommendations for system modification and expansions to meet changing load requirements of the campus. Inspects contractor-installed electrical distribution system

RESPONSIBILITIES

	additions or modifications to ensure compliance with engineering designs, codes, and standards as well as Auburn University standards.
•	Assists with ensuring that timely and accurate data is maintained in the work management system to provide proper reporting for clients and senior leadership within Facilities and the University. Meets with clients, responds to needs and questions, and collaborate with supervisor to ensure support can be provided.
•	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	May supervise employees but supervision is not the main focus of the job.

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	10 years of	Progressive experience performing and leading electrical distribution system operations, maintenance, and modifications. Preferred: 2 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

Advanced knowledge of medium voltage (600 volts and above) electrical distribution system operations and maintenance.	
Advanced knowledge of safe and effective methods of performing and supervising work; knowledge of safe & correct operation of vehicles and equipment. Thorough knowledge and ability to troubleshoot and resolve nonstandard issues of highest complexity.	
Thorough knowledge of line tagging standards and switching order requirements.	
Ability to lead, train, and motivate others; ability to effectively communicate with customers and employees.	
Ability to read and interpret wiring diagrams, switching orders, and other technical drawings	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Lineman Apprenticeship Certification from TVPPA or equivalent program	Upon Hire	Required	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	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		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
Atmospheric Conditions					X

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration					X

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