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## Auburn University Job Description

Job Title: **Supv, Electrician**

Job Family: No Family

Job Code: **NB15**

Grade ST15 \$48,100 - \$81,800

FLSA status: Non-exempt

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### Job Summary

Provides on-site supervision for single and multiple trades areas for electrical, construction, and renovation projects.

### Essential Functions

1. 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.
2. Evaluates proposed electrical jobs in order to estimate and provide written and oral quotations.
3. Plans and organizes electrical renovations and construction project requirements for facilities and infrastructure on university property.
4. Communicate and coordinate regularly with others to keep them aware of activities of department and answer questions.
5. Diagnose electrical problems and repairs and replaces equipment, units, and parts.
6. Provides training on a regular basis with small group classes or independently to increase skill and knowledge of personnel.
7. Approves invoices and oversees computer database for work activities, supplies, and equipment for accountability.

### 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.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	6	Experience in electrical practices

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions 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 Required Knowledge

Knowledge of national electrical code and safety codes. Knowledge of supervisory practices and methods.

#### Certification or Licensure Requirements

Journeyman Electrician Certification, Valid Driver's License and some positions may require a Class A Commercial Drivers License (CDL)

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 5/27/2010

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