
Auburn University Job Description

Job Title:	Asst Supv, Electrician	Job Family:	No Family
Job Code:	NB80	Grade 32:	\$35,000 - \$58,400
FLSA status:	Non-exempt		

Job Summary

Provides on-site supervision of the electrical repair, maintenance, and installation for new projects and renovations.

Essential Functions

1. Assists with managing and coordinating the work and responsibilities of personnel by reviewing tasks, inspecting job sites, revising instructions, and talking with other supervisors to ensure that all work is completed in a safe and timely manner.
2. Installs, maintains and repairs wiring for high and low voltage electrical systems including but not limited to fire alarm systems, power distribution, conduit, lighting, motor controls, and communication lines for new construction and renovation.
3. Installs, maintains, troubleshoots and repairs electrical devices such as but not limited to fire alarms, clock systems and emergency lighting systems.
4. Prepares and submits daily work reports as a record of time allocation during the day in addition to any other similar requested reports.
5. Reads and interprets construction drawings.
6. Creates materials list and gathers materials needed in advance for completing assigned projects.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	5	Experience in electrical practices and/or fire alarm systems

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of electrical methods and procedures to include electrical codes, basic math, and Occupational Safety and Health Administration (OSHA) codes. Skill in reading and interpreting blue prints. Knowledge of supervisory practices and methods.

Certification or Licensure Requirements

Journeyman Electrician Certification

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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

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

Date: 12/15/2011
