

Supervisor, Electrical

FLSA Status: Non-Exempt

Pay Grade: 19

Job Title ID: 16201

Job Series/Job Family: Business Services Series / Electrical Family

Reports To

Director, Building and Grounds

Job Purpose

To maintain electrical systems for College sites; supervises Electricians in the repair, maintenance, and installation of electrical systems.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Hires, supervises, trains, and evaluates assigned staff; schedules, assigns, plans, and monitors the work of Electricians performing a variety of electrical projects.
2. Reviews work orders through computerized work order management system; estimates time and materials to complete and schedules work to be performed.
3. Designs electrical upgrades in cooperation with outside engineers or designs electrical upgrades in-house; plans projects, purchases materials, and schedules work to be performed.
4. Researches and implements safety standards within the Electrical work group; works with the Environmental Health and Safety Office to ensure workplace is safe for employees.
5. Researches and purchases materials necessary to complete tasks.
6. Assembles bid proposals for outside contractors to perform Electrical work at the College; manages outside contractors to ensure adherence to bid proposals.
7. Ensures appropriate employee safety training and compliance is completed.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Electrical tools, materials, and safe work practices.
- Applicable electrical codes, standards, and regulations.
- Electrical applications for high and low voltage electrical systems.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, with occasional nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Supervising and coordinating the activities of subordinate personnel.

- Installation, repair, and maintenance of all types of electrical system equipment and components.
- Computing lighting loads and power requirements.
- Estimating time and material requirements of assigned work projects.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- May be exposed to hazardous chemicals and electrical currents
- Routine lifting of objects up to 80 pounds such as drills, conduit benders, pipe threaders, cable pullers, and other equipment related to the electrical trade.
- Subject to climbing stairs, ladders, and scaffolds, and work at heights above 30 feet.
- Subject to standing or walking for long periods of time.
- Subject to standing, walking, sitting, bending, reaching, stooping, kneeling, crouching, and crawling.
- Work is performed in both an internal and external environment and with exposure to inclement weather, and varying temperatures.

Work Experience

Required

- Three years work experience as a licensed electrician with one year of work experience as a Master Electrician, and one year supervisory work experience.

Education

Required

- High School diploma or equivalent.

Licenses/Certifications

Required

- Unrestricted Master's License issued by local authority. Valid Texas Drivers License.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.