

Sul Ross State University

Position Description

Official Title: Electrical Supervisor

Salary Group: 13

ob Code: 6510

Summary

Function: Supervise and provide skilled leadership to Electricians, Maintenance Workers and student assistant within the Electrical Department.

Scope: Maintenance, renovation and construction as assigned to all University property, equipment and electrical systems.

Duties

Essential: Progressively plan, schedule and supervise the safe and efficient implementation of the following: Typical electrical functions that meet or exceed industry standards, daily routine maintenance, scheduled preventive maintenance, estimate labor and materials, plan the layout, schedule and construction of assigned projects, requisition of materials, develop, organize and maintain approved record keeping system. Able to comprehend written instructions, drawings and manuals and be capable of safely operating University equipment including service vehicles and various lift equipment devices. Must safely use ladders confined spaces, access and work on roof tops and free standing poles. Functional use of hand tools, test equipment and two-way radio is required. Other duties as assigned. Must practice and train SAFETY FIRST. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: From Utilities Maintenance Superintendent.

Given: To Electricians, maintenance Workers and Student Assistants.

Education

Required: High school or vocational school graduate. Must have passed the NEC Code exam and be a licensed journeyman or master electrician.

Experience

Required: Minimum three years experience in the electrical field in industrial, commercial or university setting and successful supervisory experience.

Preferred: NEC masters electrician license; experience in a University setting; experience working with cable TV, telephone systems and computer systems

Equipment/Skills

Required:

Preferred:

Working Conditions

Usual: University wide; standard hours. After hours and weekend on-call availability required. Position is Security Sensitive.

Special: Current driver's license and driving record acceptable to the University must be maintained as a condition of employment.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: December, 2001