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## Auburn University Job Description

Job Title:	<b>Supv, Electrical Distribution</b>	Job Family:	No Family
Job Code:	<b>NB33</b>	Grade 35:	\$51,900 - \$86,400
FLSA status:	Non-exempt		

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### Job Summary

Provides on-site supervision and has responsibility for all work associated with 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.

### Essential Functions

1. Supervises the work of the electrical distribution crew. Assures work is performed in a safe and efficient manner, in compliance with established policy, procedures, and guidelines as appropriate.
2. Plans and conducts daily work activities to support operation, maintenance, and modification of the electric distribution system.
3. Oversees the administrative functions of the office including payroll, HR, work management system, safety, and other compliance-related functions. Prepares and performs employee performance reviews and recommends personnel actions. Maintains all system records and documentation that helps support configuration management, performance metrics, and system status information.
4. Responds to electrical system outages, resolves issues, and restores service. Coordinates crew and all support needs to perform tasks in a safe manner, with an objective to minimize campus disruption and restore power in a timely manner. Communicates status to management in a clear and prompt manner.
5. Monitors daily operation of the electrical distribution system using data from Supervisory Control and Data Acquisition (SCADA) System, automatic meter reading, and other electronic systems. Responds to abnormal conditions as appropriate. Communicates with management to report status and develops repair plans.
6. Oversees the training and development needs of the electrical distribution crew.
7. Maintains the supply of equipment and other resources necessary to respond to anticipated work events and assures all activities are conducted and documented appropriately.
8. Performs plan reviews and participates in design development meetings for building projects and electrical distribution infrastructure. Provides input on system modification and expansion to meet changing load requirements on the campus.
9. Performs all essential functions of Electrical Distribution Lineman III and other related duties as assigned.

### 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

	Minimum	Focus of Education/Experience
Education	High School	High School Diploma or equivalent and completion of electrical lineman apprenticeship program
Experience (yrs.)	10	Experience in leading electrical distribution system operations, maintenance, and modifications. 4 of the 10 years of experience required for this job should be at the Lineman III level or equivalent.

#### 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

Advanced knowledge of electrical distribution system operations and maintenance.

Desired knowledge: Specific knowledge of Auburn University's electrical distribution system.

#### Certification or Licensure Requirements

Lineman Apprenticeship Certification from TVPPA or equivalent program approved by Auburn University Utilities & Energy Department. Class A Commercial Driver's License (CDL) with Air Brakes or must acquire certification within 90 days of employment. CPR certified or must acquire certification within 90 days of employment.

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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.

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 up to 100 pounds.

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

Works around high voltage equipment and must be able to climb and work at heights of 120'. Must be able to work in a confined space. Performs duties outside, occasionally at night and in extreme weather, and with short notice during off hours. Assists in supervising a crew that must be available 24 hours a

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day, 7 days a week, 365 days a year, to respond in emergency situations. Some positions within this classification might be designated 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, co-workers, students, public, or property.

Date: 5/7/2018

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