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## Auburn University Job Description

Job Title: **Technical Advisor, Electrical**

Job Family: No Family

Job Code: **NB91**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

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### Job Summary

Reporting to the Maintenance Engineer, the Electrical Technical Advisor serves as the University's lead technical expert for power and electrical related facility and building maintenance issues in support of the Facilities Management organization responsible for maintaining over 250 campus facilities totaling over 7 million square feet of building space. Serves as the most knowledgeable expert on campus regarding building power and electrical systems and equipment, as well as fire alarm and other digital control systems. Responsible for providing in-depth technical support regarding building electrical or fire alarm systems and equipment to solve difficult, non-routine electrical or fire alarm problems encountered by the four (4) Facilities Maintenance Zones and eight (8) Facilities Maintenance Shops. Plays a key role in ensuring the successful execution of over 3,000 electrical related maintenance work orders annually to correct and repair building deficiencies and problems as required to keep campus facilities operational in support of the University's academic, research, and outreach mission.

### Essential Functions

1. Serves as the subject matter expert on all electrical and fire alarm systems for the Maintenance Department. When electrical work requirements are too complex for technical personnel, this position will diagnose problems and prescribe repair methods.
2. Coordinates and oversees an electrical quality control program where electrical maintenance tasks and new installations are reviewed for compliance to applicable standards.
3. Reviews electrical design documents to ensure compliance to University standards and provides input to design team that enhances the ability for AU Maintenance staff to care for the systems in the future.
4. Provides periodic on-site inspections for electrical construction and renovation projects to ensure work performed by University tradesmen and contractors meet University electrical standards and contract requirements and in a manner that complies with the appropriate regulatory agencies.
5. Plans for and ensures necessary outages are reviewed for operational effectiveness. Communicates with stakeholders to keep them aware of activities, maximize efficiencies, answer questions, and resolve issues.
6. Evaluates proposed electrical jobs in order to estimate and provide written and oral quotes. Meets with clients to gather information in development of estimates. Plans and organizes electrical renovations and construction project requirements for facilities and infrastructure on University property.
7. Develops, and keeps current, procedures and operating instructions for safe, accurate and quality electrical work performance. Provides training on a regular basis with small group classes or independently to increase electrical skill and knowledge of all technical personnel across the Maintenance Department, but especially those in the electrician job family.

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### Supervisor Responsibility

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## **Auburn University Job Description**

### **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>
<b>Education</b>	High School	Vocational/technical diploma preferred. Additional education (Community/Technical/Vocational College and/or 4-year college degree) in a technical field can substitute for experience.
<b>Experience (yrs.)</b>	7	Experience in electrical maintenance and establishing best practices for preventative maintenance of building systems. Ability to effectively communicate with customers and employees. At least one year experience mentoring others and leading projects.

#### 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 electrical building systems, blueprint reading, construction practices, and computer applications such as web-based work order system and Microsoft Office software. Must have above average customer service skills and high level verbal communication skills.

#### Certification or Licensure Requirements

Journeyman Electrician Certification and Valid Driver's License. Class A Commercial Driver's License (CDL) preferred.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 sitting, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands,

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/2/2018

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