
Auburn University Job Description

Job Title: **Asst Supv, Elec Distribution**

Job Family: No Family

Job Code: **NB94**

Grade 34: \$45,100 - \$75,100

FLSA status: Non-exempt

Job Summary

Reporting to the Supervisor, Electrical Distribution, assists in the daily operations and overall management of the Electrical Distribution staff, including execution of electrical distribution work assignments and projects. Serves as the crew lead in the absence of the supervisor.

Essential Functions

1. Assists the Supervisor, Electrical Distribution with oversight of the electrical distribution crew to assure that all work is performed in a safe and efficient manner while staying in compliance with all policies, procedures, and guidelines as appropriate.
2. Performs all essential functions of Electrical Distribution Lineman III including but not limited to installing, maintaining, operating, and repairing electrical distribution systems.
3. Assists in planning and conducting of the daily work of the Electrical Distribution area in support of the operation, maintenance, and modification of the electrical distributions system.
4. Assists with administrative functions of the office including payroll, work management system, human resources functions, safety, and other compliance-related functions, as well as assists in maintaining all system records and documentation that helps support configurations management, performance metrics, and system status information.
5. Responds to electrical system outage alerts and resolves issues. Helps coordinates crews and other support needs to perform these tasks in a safe manner.
6. Assists in monitoring daily operations of the electrical distribution systems using data available in the Supervisory Control and Data Acquisition (SCADA) system, automatic meter reading, and other electronic systems. Reports abnormal conditions as appropriate.
7. Assists with the training and development needs of the electrical distribution crew members.
8. Assists in maintaining supply of equipment and other resources necessary to respond to anticipated work events and assures all activities are conducted and documented appropriately.
9. Performs plan reviews and participates in design development meetings for building projects and electrical distribution infrastructure.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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.

Auburn University Job Description

Minimum Required Education and Experience

	Minimum	Focus of Education/Experience
Education	High School	General
Experience (yrs.)	8	Experience as an Electrical Distribution Lineman; 2 years as Lineman III level or equivalent; experience leading electrical distribution system operations, maintenance, and modifications.

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. Knowledge of system design and operations. Knowledge of effective and safe methods to troubleshoot and restore power during unplanned outages.

Desired Knowledge: Specific knowledge of Auburn University 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 (CD) with Air Brakes or must acquire certification within 90 days of employment.
CPR Certification or must acquire certification within 90 days of employment.

Physical Requirements/ADA

Frequent heavy or intense physical requirements, combined with exposure to a number of disagreeable elements, such as heat, cold, noise, dust, dirt, chemicals. Injury may require professional treatment or hospitalization. Constant precautions required.

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, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, talking, and lifting up to 50 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. Supervises a crew that must be available 24 hours a day, 7

Auburn University Job Description

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: 3/21/2018
