
Auburn University Job Description

Job Title: **Supv, Electrical Distribution**

Job Family: No Family

Job Code: **NB33**

Grade ST18 \$67,500 - \$121,500

FLSA status: Non-exempt

Job Summary

Supervises and leads the Electrical Distribution staff and holds 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. Provides technical expertise as the University's electrical distribution subject matter expert.

Essential Functions

1. Ensures all work performed by the Electrical Distribution staff is completed in a safe, timely, and efficient manner and in compliance with University, industry, state, and federal standards, laws, and guidelines. Develops operating instructions, procedures, and policies for assigned workforce. Trains and communicates with staff to ensure all requirements are understood and maintained.
 2. Performs all essential functions of an Electrical Distribution Lineman III including, but not limited to, performing highly complex installations, preventive maintenance, and repairs on electrical distribution and traffic signal control systems. Writes, conducts, and/or approves advanced switching orders.
 3. Designs and plans improvement initiatives, preventive maintenance projects, and daily work activities to ensure the effective operation, maintenance, and modification of the University's electrical distribution system.
 4. Responsible for the daily monitoring of the electrical distribution system using data from the Supervisory Control and Data Acquisition (SCADA) system*, automatic meter reading, and other electronic systems. Identifies abnormal conditions, determines the appropriate response, develops repair plans, and prepares status reports for management.
 5. Oversees the administrative functions of the office including time keeping, budget management, safety, and compliance-related functions. Maintains and analyzes all system records and documentation to provide configuration management, performance metrics, and system status information.
 6. Responsible for overseeing the response to electrical system outages, identification and resolution of issues, and restoration of services in a timely manner while minimizing campus disruptions.
 7. Organizes crew and coordinates with internal departments and/or contracted services to ensure that the proper support is available for the successful and timely completion of work. Clearly and promptly communicates with management, customers, and stakeholders to provide status updates, maintain awareness of activities, and resolve questions.
 8. Anticipates work activity needs and ensures the proper supply, purchasing, and maintenance of electrical distribution equipment and resources; ensures all related activities are conducted and documented appropriately.
 9. Directly supervises assigned staff, anticipates staffing needs, participates in recruitment, and conducts performance evaluations. Assists in resolving employee relations issues. Oversees and plans for the training and development needs of the electrical distribution crew.
 10. Performs design reviews and participates in design development meetings for building projects
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Auburn University Job Description

and electrical distribution infrastructure. Provides recommendations for system modifications and expansions to meet changing load requirements of the campus. Inspects contractor-installed electrical distribution system additions or modifications to ensure compliance with engineering designs, codes, and standards as well as Auburn University standards.

11. Required 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, coworkers, students, public, or property.

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.



Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent. Associate's Degree in Electrical Technology desired.
Experience (yrs.)	12	Progressive experience performing and leading electrical distribution system operations, maintenance, and modifications. Preferred: 4 years' experience at the Lineman III level or industry equivalent.

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

Expert-level knowledge of medium voltage (600Volts and above) electrical distribution system operations and maintenance. Advanced knowledge of safe and effective methods of performing and supervising work; knowledge of safe & correct operation of vehicles and equipment. Thorough knowledge and ability to troubleshoot and resolve nonstandard issues of highest complexity. Thorough knowledge of line tagging standards and switching order requirements. Ability to lead, train, and motivate others; ability to effectively communicate with customers and employees. Ability to read and interpret wiring diagrams, switching orders, and other technical drawings. Ability to interpret situations quickly and make logical decisions under high pressure and time-sensitive situations. Preferred knowledge of Auburn University's electrical distribution system's design, operations, and interconnections with other systems.

Certification or Licensure Requirements

Lineman Apprenticeship Certification from TVPPA or equivalent program approved by Auburn University. Utilities & Energy Department.

Valid Driver's License.

Class A Commercial Driver's License (CDL) with Air Brakes within the first 90 days of employment.

CPR certification within the first 90 days of employment.

Desired Certifications:

Advanced Line worker Certification from TVPPA.

Level 1 Thermography Certification.

Traffic Signal Technician Level 1 Certification.

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.

Auburn University Job Description

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

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, 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 100' or less. 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. Must be available for timely response to callout and scheduled overtime work. Must live within 30 miles of Auburn University.

Date: 6/15/2021
