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## Auburn University Job Description

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

Job Family: No Family

Job Code: **NB94**

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

FLSA status: Non-exempt

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### Job Summary

Reporting to the Supervisor, Electrical Distribution, assists in the daily oversight and coordination of work performed by the Electrical Distribution staff including 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 on-site supervision and technical direction.

### Essential Functions

1. Assists the Supervisor, Electrical Distribution with oversight of the Electrical Distribution staff to ensure that all work is performed in a safe and efficient manner and in compliance with all applicable laws, standards, policies, and guidelines. Assists in the development of procedures and operating instructions for safe, accurate, and quality work performance.
  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 tragic signal control systems. Writes, conducts, and/or approves advanced switching orders.
  3. Plans and coordinates the daily tasks performed by the Electrical Distribution Lineman in support of the effective operation, maintenance, and modification of the University's electrical distributions system. Develops, organizes, and leads preventative maintenance activities to improve electrical system reliability and performance.
  4. Assists with administrative functions of the office including time keeping, safety, budget coordination, and compliance-related functions. Assists in maintaining all system records and documentation to support configurations management, performance metrics, and system status information.
  5. Leads and ensures the timely response to electrical system outages. Helps coordinate crews and other support needed to identify and troubleshoot issues, restore services in a timely manner, and minimize campus disruption.
  6. Oversees the daily monitoring 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, identifies appropriate solutions, and develops repair plans.
  7. Assists with the training and development needs of the electrical distribution staff members.
  8. Assists in ensuring the proper inventory supply and maintenance of equipment and other resources necessary to respond to anticipated work events; ensures all related activities are conducted and documented appropriately.
  9. Performs plan reviews and participates in design development meetings for building projects and electrical distribution infrastructure. Assists in providing recommendations for system modification 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.
  10. Assists with ensuring that timely and accurate data is maintained in the work management system to provide proper reporting for clients and senior leadership within Facilities and the University.
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Meets with clients, responds to needs and questions, and collaborate with supervisor to ensure support can be provided.

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**

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.*



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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School Diploma or equivalent. Associate's Degree in Electrical Technology desired.
<b>Experience (yrs.)</b>	10	Progressive experience performing and leading electrical distribution system operations, maintenance, and modifications. Preferred: 2 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

Advanced knowledge of medium voltage (600 volts 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

#### 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

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### 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

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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. Works around high voltage equipment and must be able to work at heights up to 100', climb tall structures, and operate and perform duties from a bucket truck. Must be able to lift, carry, and pull heavy objects. Performs duties outside, in extreme weather conditions, and in confined and/or enclosed spaces.

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

Date: 6/15/2021

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