**Supervisor, Utilities Electrical Standard Job Description**

**Classification Title:** Supervisor, Utilities Electrical

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 16

**Job Description Summary:**

The Supervisor, Utilities Electrical, under general direction, supervises electrical personnel and ensures that maintenance, inspection, adjustment, calibration and repair of electrical systems of various voltages up to 12.5KV is performed. Ensures reliability of electrical systems within power and utility production plants.

**Essential Duties and Tasks:**

**30%: Supervision**

* Plans and directs the work of electrical personnel. May require operation of a motor vehicle.
* Develops and supervises preventive / predictive maintenance programs on electrical system components.

**30%: Maintenance, Repair, Installation**

* Oversees the installation, repairs, and maintenance of cable switchgear, relays, breakers, and transformers. Oversees the terminating and splicing of low and high voltage cables.
* Oversees the installation and maintenance of underground duct systems and direct burial electrical systems. May require operation of a motor vehicle.
* Oversees the installation, repairs and maintenance of power generation circuits, protective relay circuits, and distribution circuits, both underground and overhead. May require operation of a motor vehicle.
* Oversees the maintenance of emergency power systems.
* Ensures that variable speed drives and hydraulic systems are maintained and repaired.
* Ensures that water well systems, street light systems, airport light systems and sewer lift stations are maintained.
* Ensures campus locates of electrical systems are performed in a timely manner.

**20%: Troubleshooting**

* Oversees the troubleshooting of all electrical systems, ranging from power generation to power distribution. This includes assisting in the overhaul of plant equipment such as gas and steam turbine generators, boilers, absorption and centrifugal chillers, pumps and motors.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Ten years prior experience required

**Required Licenses and Certifications:**

* State of Texas class “C” vehicle driver license or ability to obtain one within 30 days of employment.
* Journeyman Electrician or ability to obtain license and certificate within six months of employment.

**Required Knowledge, Skills, and Abilities:**

* Working knowledge of electrical test equipment, electric hand tools and good working knowledge of National Electric Code (NEC).

**Machines and Equipment:**

* Vehicle
* General Office Equipment
* Hand tools

**Physical Requirements:**

* Ability to move heavy objects.
* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**