

The University of Texas at San Antonio

Job Description

Job Title: Supervisor of Electric Shop
Code: 15210
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Facilities
Reports To: Manager of Maintenance Services

Summary

- Function: Responsible for supervisory duties, services and aspects required to effectively and efficiently organize and manage the electric shop and associated systems & processes including installation, maintenance, repair and operation of campus electrical power & lighting systems and support related facilities requirements.
- Scope: Develops, implements and performs comprehensive maintenance and operational program for assigned electrical systems and supports other shops and departments as necessary. Completes plan reviews & participates in related processes and inspects and evaluates, new construction, renovations and modifications, particularly electrical systems.

Duties

- Typical:
 1. Establish priorities, develop daily schedules & assignments, maintain timesheets, evaluate work performance, employee & customer relations and short & long-range plans for assigned staff.
 2. Assist in creating performance metrics
 3. Develops plans and performs comprehensive maintenance requirements for assigned electrical systems including PM and supports other related systems – mechanical, signal, etc.
 4. Inspects & assess new construction, renovations and modifications, particularly electrical systems, to include plan review and participation in design & construction meetings.
 5. Oversight of contract work and other craft workers including licensed personnel. Plans & prepares cost estimates for facility work.
 6. Responds to electrical emergencies such as power outages or other critical situations (e.g. weather).
 7. Install, maintain, operate and repair of high (e.g. 15 KV) and low voltage systems and equipment to include power distribution systems & associated

devices, controls, transformers and electric motors.

8. Conduct regular meetings, training, report writing, work order management and implementing departmental policies, procedures and compliance requirements.
9. Purchases and maintains proper inventory of shop supplies, tools and equipment.
10. Attends and participates in departmental meetings, planning sessions, training and related functions.
11. Performs and completes other duties as assigned.

- Periodic:

1. Prepares job estimates to include costs, materials & schedules.

Education

Required	Preferred
High school graduation or GED.	Associate Degree in Technical Field, such as electrical, instrumentation, plant engineering or closely related.

Other Requirements

Required	Preferred
Must have a valid Texas Driver's License and receive and maintain acceptable driver's rating as established by UT-System.	Completed and possess Commercial Electrical Inspector Certification.
Criminal Background Check (CBC)	

Experience

Required	Preferred
Seven years skilled/journeyman level experience. Skilled and proficient in means, methods & processes, accepted practices and use of all tools of the electrical trade. Proficient in reading and interpreting maintenance & operation manuals, construction drawings & specifications and other related technical materials. Good communication (e.g. written and verbal), organizational and human relation's skills.	Two years of working experience as a supervisor in the electrical field including overall responsibility for the supervision of personnel for work and projects of large scope and complexity. Work experience in the commercial, institutional or industrial field. Licensed as an electrician in the State of Texas Commercial Electrical Inspector Certification. Experience with the use of highly technical equipment & instruments such as thermal imaging, high-potential test equipment and

	related high voltage tools & processes. Experience with Microsoft Office Suite.
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Equipment

Required	Preferred
Proficient and skilled in the use of tools & equipment common to the electrical trade including meters, lifts and other related equipment. Basic computer skills.	N/A

Working Conditions

Usual	Special
Exposure to variety of construction and physical plant hazards including high voltages (15KV), confined space, elevated heights, dust & dampness, high noise levels, outside weather and energized equipment & systems. Also, exposure to chemical and biological hazards and other occupational hazards. Must use appropriate personal protective equipment and follow proper procedures. Employee must wear and maintain uniforms to be provided. Must be able to lift 40 lbs. with or without reasonable accommodations.	Employee must respond to emergency call outs within established timeframes and carry a pager or cell phone.

Supervision

Received	Given
Manager of Maintenance Services.	Supervises, leaders, some skilled and semi-skilled and unskilled workers.

Accuracy

Accuracy in the work is critical as it potentially affects electric service and power to the campus, supports life safety systems and is associated with energized equipment & systems. Work to conform to current NFPA Codes & Standards (e.g. NEC) and generally accepted industry practices and standards.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.