Crew Supervisor, Electricians

Job Code 00007052

General Description
Responsible for supervising the Electric Shop personnel for the university, and for the safe & efficient operation of the electrical systems on campus.

Examples of Duties
Assign, prioritize workload, and coordinate the daily Electric Shop operations.
Check and approve work orders, labor logs, supply requests, and mileage reports.
Supervise and oversee the work of staff.
Check and repair electrical commercial and residential kitchen equipment.
Produce reports regarding staff hours and work summaries.
Analyze and repair or replace lighting fixtures such as lamps, switches, ballasts, contractors, controllers, and wiring.
Analyze and repair or replace receptacles, circuit breakers, panel boards, switch gear, motor starters, wiring, and connections.
Check elevators for proper operation and make repairs in emergencies and call contract maintenance as needed.
Organize and maintain preventative maintenance schedules.
Maintain training on new equipment, technology, and electrical safety.
Develop written procedures and standards for electrical work.
Interview and hire new employees.
Maintain databases and install software patches and upgrades on the shop’s computers.
Provide technical support at sporting and other special events.
Plan, design, and provide electrical estimates for renovations, upgrades, remodels, and new construction projects.
Inspect proper operation of high voltage switches, meters, gloves, and other associated equipment.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University’s high voltage distribution system; basic mechanical concepts; electrical theory; National Electrical Code; electrical control systems, equipment repair techniques, and electrical test equipment; standards, laws, and regulations; lubricants, hydraulic oil, transformer oil, gasoline, diesel fuel, cleaners, and related chemicals; University’s lighting systems in use both inside and outside the buildings; computers; all Texas State University buildings & equipment located inside and outside of buildings.
Skill in: taking phone messages; preparing letters, memos, schematics, and reports; interacting courteously with public; prioritizing workload; determining extent of repairs required and best and most cost effective method to repair;

Ability to: Read, understand, and explain technical manuals, blueprints, schematics, logs, reports, gauges, and policies and procedures; prepare correspondence and reports; perform intermediate math, calculate voltages, current resistance, and power; operate in a confined space environment; effectively direct the work of employees; lift and carry equipment weighing up to 50 pounds without assistance.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/20/2012