

## **Crew Supv, Electrical Distribution**

### **Job Code 50022835**

#### **General Description**

Responsible for the maintenance, operation and supervision of personnel performing the maintenance and operation of the campus 601V to 25kV medium voltage electrical distribution systems and thermal plant electrical systems in a safe and reliable manner.

#### **Examples of Duties**

Perform and supervise the calibration, installation, modification, maintenance and repair of distribution electrical systems and equipment.

Supervise personnel performance, conduct formal performance appraisals, and make hiring recommendations.

Complete work orders using automated maintenance program systems.

Execute and update the preventative maintenance (PM) program.

Maintain current one-line electrical diagrams, feeder circuit, switches and transformer information.

Maintain maintenance and operation documentation electronically.

Determine and recommend most effective method for repairs and correcting deficiencies in a timely manner.

Provide detailed cost and time estimates for maintenance and replacement projects. Prepare or reviews method of procedure.

Support electrical system maintenance on standby generators, ATS and thermal plant systems.

Arrange for the procurement of materials or services.

Operation of industrial HMI and digital relays for main switchgear.

Assist or respond to after-hour call outs.

Review construction plans and projects regarding electrical AC supply, ATS, and backup/life safety generators.

Ensure compliance with the National Electrical Code (NEC), National Electrical Safety Code (NESC), NFPA 70e requirements, standards of workmanship and safety.

Remain current on best practices and recommend change to operating procedures, new equipment and related systems.

Act as an intermediary with contractors on the university's behalf.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** understand policies and procedures; medium voltage electrical distribution system maintenance methods; operation and setting of digital switchgear relays; techniques for using test equipment and other specialized tools; medium voltage electrical distribution concepts, safety practices, procedures and guidelines.

**Skill in:** supervising and training personnel; communicate orally and in writing.

**Ability to:** perform intermediate math; work under short deadlines; and operate a computer and related software; operate in a confined space environment; lift and carry equipment weighing up to 50 pounds without assistance.

**Experience and Education**

Possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**

May require a State of Texas Journeyman Electrician License.