**Job Title:** Supervisor, Maintenance Trades Electrical Shop  
**Grade:** K  
**Department:** Facilities  
**FLSA:** Exempt

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**General Function:**

Performs a variety of complex supervisory, administrative and technical tasks related to maintaining campus electrical distribution systems up to 600 volts. Assists in planning, scheduling, and budgeting repairs and upgrades to campus facilities. Supervises and trains other electrical/maintenance employees.

**Characteristic Duties and Responsibilities:**

1. Coordinates electrical shop daily activities to ensure smooth workflow and that all requests for maintenance are completed within specified times. Provides oversight to electrical vendor.
2. Coordinates supplies and materials to ensure availability to electrical shop employees and that all purchases meet departmental purchasing guidelines.
3. Coordinates work schedules for vendors, outside contractors, and employees.
4. Ensures that all work performed is in compliance with NEC and applicable current building codes and standards.
5. Inspects work completed by workers and contractors and ensures that all man-hours, materials used, and maintenance records are properly documented.
6. Coordinates complex layout and construction projects encompassing electrical distribution, switching, and circuit protection. Utilizes industry best-demonstrated practices to achieve department’s goals.
7. Implements and supervises campus security lightning inspections and ensures that all security lights are operational.
8. Meets with department heads to coordinate renovations/changes and service deficiencies in their areas.
9. Coordinates work with other teams within the department to perform modification and renovations to facilities.
10. Monitors campus life-safety systems and programs to ensure proper operation. Provides support on operation or repair of the various building systems to assist in emergencies.
11. Generates specifications for electrical repairs and additions to existing facilities and equipment.
12. Implement comprehensive preventive maintenance program for all campus facilities and
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equipment under the direction of the Supervisor of Maintenance Trades.

**Reporting Relationships:**

**Direction Received:** Reports to the Supervisor of Maintenance Trades

**Direction Given:** Direct supervision and evaluation of electrical shop personnel as first-line administrator.

**Minimum Requirements:**
Must have a high school diploma or GED and six years of experience of which three must be in a lead role. Technical training in electrical theory, troubleshooting, installation and NEC and local codes.

Valid NC Electrical Contractors License required or posses ability to obtain within 18 months of hire.

**Knowledge, Skills, Abilities and Worker Characteristics:**
Must posses supervisory skills
Must be able to read, interpret and implement current electrical codes and regulations
Ability to read and interpret blue prints
Knowledge of construction codes and regulations
Ability to perform complex mathematical calculations
Ensure lockout/tagout procedures are followed for all work performed
Microcomputer literate.

**Working Conditions:**
Light physical effort with occasional minor discomfort due to weather conditions