



DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Electrical Inspector

JOB SUMMARY

Performs supervisory and managerial work associated with the operation of the utilities and electrical trades. Responsibilities include the supervision, control and management of operation and maintenance inherent to the distribution of power and supervision of the electrical trades. Work is performed under general supervision with considerable latitude for technical and managerial decisions. Work is performed under supervision of the Supervisor and/or Assistant Supervisor of Building Maintenance and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor of Building Maintenance and Assistant Supervisor of Building Maintenance

Supervises: Lead Electrician, Electrician I and Electrician II

PRIMARY DUTIES - May include, but not limited to the following:

Verifies adherence to code requirements in their respected trade.

Monitors, reviews and evaluates the work activities of their respected trades.

Provides hands on work for small projects as both a team member and serves as a team leader as necessary.

Serves as technical lead experienced with electrical codes, high-rise buildings and be able to read blueprints.

Assists Supervisor of Building Maintenance in evaluating blueprints for equipment, machinery and other facility related issues.

Inspects and report on construction activities for construction projects as well as in-house projects.

Completes planned maintenance on all equipment.

Observes prescribed work and safety rules.

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Perform routine inspections of the buildings electrical systems.
Assists in the supervision and direction of all personnel and activities involved in the maintenance and operation of the electrical trades.
Directs changes and/or adjustments in schedules, controls, and methods to effect optimum production and efficiency.
Provides emergency maintenance and repair of all plant facilities and equipment.
Inspects, investigates and reviews reports and statistical data to determine trends in quality and quantity of the electrical building systems.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Directs proposals to promote production effectiveness.
Prepares special studies and analysis of plant systems and advises.
Initiates requisitions for materials and equipment.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Eight years technical and/or supervisory experience in the electrical trades and four years experience as a licensed Master Electrician.

REQUIREMENTS

Must be licensed by the State of Texas Board of Electrical Examiners and maintain licensing during employment. Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of modern electrical power distribution, the methods, resources and standards thereof.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to plan, implement, evaluate, and report activities in the area of electrical trades management.

Ability to establish and maintain effective work relationships with other employees, the public and outside contractors and vendors.

Ability to troubleshoot, repair and maintain all equipment in their respected trade.

Ability to troubleshoot and repair low and high voltage controls including fuses, relays wiring, contactors and power supplies.

Ability to work with little or no supervision and complete paper work accurately.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to effectively communicate both orally (person and by telephone/radio) and in writing.

Ability to operate power equipment.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; perform data entry; file; hold; kneel; sort; squat; stoop; twist the body; write by hand while performing essential functions; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb ladders/stairs; talk or hear, work off ladders higher than 6 feet, heights in excess of 50 feet and off of scaffolding. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. While performing the duties of this position, the employee may be required to travel. Exposed to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

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SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should require their employees to operate equipment safely and report any unsafe work conditions or practices to management or the Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.