



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

## **JOB DESCRIPTION**

### **TITLE**

Lead Electrician

### **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 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:* Assistant Supervisor, Building Maintenance

*Supervises:* Electrician I, II

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

Assists in the supervision and direction of all personnel and activities involved in the maintenance and operation of the electrical trades.  
Establishes performance and maintenance standards.  
Inspects, investigates and reviews reports and statistical data to determine trends in quality and quantity of the electrical building systems.  
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  
Prepares special studies and analysis of plant systems and advises.  
Directs proposals to promote production effectiveness.  
Observes prescribed work and safety rules.  
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**

Inventories materials and equipment.  
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.

**REQUIREMENTS**

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

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

Ability to respond to emergency situations in a timely manner.

Ability to use a personal computer and other office equipment.

### **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; clean; crawl; hold; sort; squat; stoop; twist the body; write by hand 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 and high lifts and / or 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. Exposure 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.

### **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 operate equipment safely and report any unsafe work conditions or practices to Management or 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:** \_\_\_\_\_

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***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.***