Warren Wilson College

Position Description

POSITION TITLE: Supervisor, Electric Crew

DEPARTMENT: Electrical Services

REPORTS TO: Director, Facilities Management & Technical Services

POSITION SUMMARY:

The Supervisor of the Electrical Crew plans, supervises and coordinates repairs to and installation and maintenance of electrical and telephone systems, facilities, appliances and related controls and devices, under the direction of the Facilities Management Director, which includes the training and of a student work crew. The supervisor is also responsible for the supervision of one full-time volunteer.

SPECIFIC RESPONSIBILITIES:

1. Supervises and participates in the installation and maintenance and repair of electrical equipment and circuits including wires, conduits, switches, outlets, junction boxes, transformers, motors and generators in facilities such as air conditioning units, lighting equipment and related controls and devices.
2. Instructs student work crew in all areas of electric work.
3. Ensures orientation and training for student crew, including training in safety procedures.
4. Supervises and participates in the isolation and correction of malfunctioning equipment circuits; uses voltmeter, ammeter, ohmmeter and circuit analyzer; cuts, bends and installs conduit; pulls wire and ties in panels to support campus maintenance efforts.
5. Supervises and participates in the disassembling, cleaning, repairing and reassembling of a variety of electrical appliances and equipment following established procedures; installs and repairs telephone systems.
6. Develops and reviews electrical plans, specifications and equipment for new installation and renovation to ensure compliance with current electrical codes.
7. Estimates cost of electrical renovations and construction projects; coordinates work schedules with appropriate departments.
8. Recommends personnel actions, including, but not limited to hiring, transfer and performance evaluations.
9. Performs other duties as needed to fulfill the College's mission of work, service and academics.

WORKING CONDITIONS:

Potential danger, since working with electricity.

QUALIFICATIONS:

1. Minimum of five years of electrical experience with one year in a leadership/supervisory capacity.
2. Must hold a State Limited Contractor's License.
3. Effective interpersonal skills required.
4. Time management and organizational skills are required.
5. Prior supervisory experience is desirable.
6. Must be able to work with students to teach necessary skills and offer positive reinforcement and feedback.
7. Bachelor's degree desirable.
8. Must be able to handle multiple tasks.