JOB DESCRIPTION

Supervisor- Electrical Shop

Definition of Class
This is a supervisory position in which the incumbent performs duties associated with the construction and maintenance of the University electrical service. Incumbent is also responsible for assuring that personnel is well trained and able to perform quality work and that work will go smoothly within set parameters, including but not limited to NEC codes and life safety. Incumbent reports to the Assistant Director – Mechanical Services.

Examples of Work Performed
Supervises and participates in section construction and maintenance. Inspects all electrical work completed by subordinates utilizing NEC guidelines.

Plans priority schedules for section and makes work assignments for shop personnel.

Assists in preventative maintenance schedules for section.

Trains and instructs new employees NEC, OSHA, and Life Safety skills.

Estimates cost of all electrical work on campus and prepares section reports.

Recommends various personnel actions, such as hiring, termination and discipline.

Works overtime as required for power outages and all scheduled events including concerts, football, baseball, and track events.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and participates in section construction and maintenance.

2. Performs various personnel functions such as training, instructing, recommending hiring, termination, and discipline.

3. Plans and directs the work of subordinates.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.
**Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; stoop, kneel, crouch, or crawl; and reach with hands and arms. The incumbent is periodically required to sit.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

**Experience:**
Eight (8) years of experience related to the above described duties.

**Licensure:**
Eligible to hold current driver’s license and electrical license.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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