

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MANAGER, ELECTRICAL SHOP

Reports To: Designated Supervisor

UW Job Code: 3096

UW Job Family: 61 – Crafts/Trades Supervisory

SOC Code: 47-1011

FLSA: Exempt

Pay Grade: 24

Date: 8-24-06

JOB PURPOSE:

Manage, schedule and coordinate labor and material resources for the Electrical Shop. Supervise Electricians. Coordinate with State and Local officials to complete work in compliance with regulations. Inspect department work and campus facilities for electrical integrity, code compliance and code violations. Research and solve personnel and customer issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the Electrical Contractor/Master of Record for UW Operations Electrical Shop direct reports only to ensure compliance with applicable codes, regulations and standards.
- Knowledge of feeder, branch circuit, control and distribution wiring.
- Diagnose and resolve problems in electrical circuits, systems, and equipment using testing instruments and equipment.
- Work in the maintenance, and repair of utility distribution cables related to equipment/facilities, up to 15,000 volts.
- Inspect, test, repair, maintain, install, replace & operate (switch) medium & low voltage power systems and related equipment.
- Perform switching procedures as necessary to facilitate operations.
- Perform troubleshooting procedures to determine the cause of outages and corrective action to restore service.
- Inspect, test, repair, maintain, install, replace & operate emergency backup systems including generators, transfer switches, uninterruptible power supplies and various emergency lighting systems.
- Manage the labor resources of the Electrical Shop to effectively and efficiently complete maintenance and project work.
- Manage material resources necessary for completion of maintenance and project work within the Electrical Shop.

- Communicate with architects, engineers, code officials, and customers to ensure the satisfactory completion of work requests and projects, and to resolve any issues or disputes.
- Communicate with the Trades Manager, Senior, or other shop managers, Service Desk staff and Stores staff to ensure efficient and cost-effective completion of maintenance and project work requests.
- Participate in hiring decisions; train, supervise, and evaluate performance of Electricians.
- Develop project estimates and inspect departmental work.
- Retrieve, review, and analyze data from the work order system to ensure efficient productivity, accurate documentation and timely completion of work requests and projects.
- Monitor, evaluate and prepare reports on Work Request activity, shop productivity and budget to actual comparisons.
- Assure adherence to Federal, State, Local, and University regulations and applicable codes.

SUPPLEMENTAL FUNCTIONS:

- May perform electrical work.

COMPETENCIES:

- Individual Leadership
- Integrity
- Collaboration
- Developing Organizational Talent
- Quality Orientation
- Analysis/Problem Identification
- Work Tempo
- Consistency

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED, plus completion of a four-year electrical apprenticeship that meets the U.S. Department of Labor requirements**

Experience: **8 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid driver's license**
- **Must hold current State of Wyoming Master Electrical License**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Electrical trade methods and techniques.
- Electrical equipment and related tools.
- Proper inspections of work projects for compliance with regulations and applicable codes.
- Problem resolution techniques and methods for the applicable trade.
- Project, labor, and time management methods and techniques.

- Computer software applications including Microsoft Office, Outlook, Internet Explorer, and Exchange.
- Report generation methods.
- Public relations, communication, and customer service techniques and methods.
- Applicable Federal, State, Local, and University rules, regulations, electrical, building and construction codes.
- Safety rules and protocol for safe equipment operation and personnel protection.
- University purchasing procedures.
- Inventory methods and techniques.
- Supervision methods and techniques including performance evaluation, coaching, mentoring, and addressing work performance issues through proper University procedures.

Skills and Abilities to:

- Provide liaison contact and effective oral and written communications for successful operations.
- Troubleshoot and resolve equipment, labor, and work-related issues.
- Oversee and manage shop operations; assess project work; improve operational effectiveness and efficiency.
- Effectively use computer software applications to process work orders and generate reports.
- Effectively supervise support staff and make recommendations for performance evaluations.
- Lead team and participate in team working environment.
- Follow safety rules and applicable Federal, state, local and University regulations and codes.

WORKING CONDITIONS:

Electrical shop environment. Exposed to hazards of electrical trade including various electrical equipment, tools and high voltage. Travel to campus or other University work sites.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.