**UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS**

**ELECTRICAL SUPERVISOR**

<table>
<thead>
<tr>
<th>CAREER LEVEL</th>
<th>DBM RATING</th>
<th>FLSA STATUS</th>
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<tbody>
<tr>
<td>Single Career Level</td>
<td>B31</td>
<td>Non-Exempt</td>
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**NATURE OF WORK**

- This classification is responsible for performing as a working supervisor by providing work direction to staff, and performing technical repair and maintenance work. This classification will have supervisory responsibility.
- This classification will typically be present on larger campuses due to the number of skilled trades staff.
- Work is primarily non-routine in nature, with the responsibility to coordinate multiple projects and calls for service on a daily basis. Incumbents understand the full scope of the electrical trade.

**TYPICAL CLASS RESPONSIBILITIES**

(These responsibilities are a representative sample of essential class duties; position assignments may vary.)

1. Assists in coordinating department activities which may include determining electrical maintenance needs, preparing work orders, and/or performing related duties.
2. Participates in department maintenance and operations activities; performs work of assigned staff as required.
3. Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
4. Prepares and maintains a variety of operational records, logs, reports, and/or related documents.
5. Monitors and maintains inventory. Requisitions supplies when levels are low.
6. Performs other duties of a similar nature or level.

**LEVEL OF DECISIONS**

Makes decisions regarding how the operations of a process are carried out by selecting among established techniques and practices. Incumbents have a choice as to how and when the operations are carried out, but not as to what operations constitute the process.

Determines how and when assigned responsibilities and tasks will be performed. Incumbents will prioritize tasks on a daily and project basis, evaluate priorities between several tasks based on level of importance, and provide work direction to area staff.
ELECTRICAL SUPERVISOR

<table>
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<tr>
<th>DIRECTION RECEIVED</th>
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<tr>
<td>Works under general supervision, typically responsible for the projects and maintenance of an assigned area within the skilled trade.</td>
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<th>DIRECTION PROVIDED</th>
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<tr>
<td>Supervises one or more student workers and/or assigned staff by evaluating performance, assigning tasks, and recommending hiring, termination, and disciplinary actions.</td>
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**TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES MAY INCLUDE:**

Incumbents assigned to this classification may be responsible for:

In addition to the **Electrical Specialist CL3** classification:

- Performing maintenance and repairs in assigned skilled trade as necessary.
- Coordinating the work order system by assigning and gathering information on work orders.
- Determining scope and direction of project between replacement or repair.
- Performing inspections of repairs and systems to ensure compliance with applicable standards and codes.
- Determining project staffing, both internal and contract staff.
- Designing and developing installation plans.
- Developing cost estimates and ordering all necessary supplies.

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<tr>
<th>TRAINING AND EXPERIENCE</th>
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<tr>
<td>Incumbents in this class typically require an equivalent combination of education and experience sufficient to successfully perform the responsibilities of the job, such as those listed below.</td>
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</table>

- High School diploma or equivalent (G.E.D.) with sufficient experience to obtain appropriate certification or license AND five years of related electrical experience.

The Education, Training, and Work Experience listed above are intended to serve as a general guideline for recruiting purposes. Additional qualifying experience may substitute for the education required of the assigned position.

<table>
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<tr>
<th>LICENSING REQUIREMENTS</th>
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<td>Incumbents in this class may require appropriate licensure in one or more of the areas below if the incumbent performs duties requiring such licensure:</td>
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<tr>
<td>o Master's certification in electrical trade</td>
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<tr>
<td>o Valid Maine driver’s license</td>
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## KNOWLEDGE REQUIREMENTS

Classification knowledge requirements:
- Customer service principles;
- Applicable trades practices and principles;
- Applicable equipment and system maintenance and repair;
- Maintenance of related equipment;
- Recordkeeping principles;
- Applicable compliance rules and regulations;
- Supervisory principles.

## SKILL REQUIREMENTS

Classification skill requirements:
- Providing exemplary customer service;
- Coordinating work and assignments;
- Operating a variety of maintenance and repair related equipment;
- Performing carpentry, masonry, painting, and/or related trades work;
- Monitoring and maintaining inventory;
- Applying applicable compliance rules and regulations;
- Maintaining records;
- Monitoring and evaluating employees;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

## PHYSICAL REQUIREMENTS

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Lifting/exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, and extreme temperatures.

## CLASSIFICATION HISTORY

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMENT</th>
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<tr>
<td>5/2/12</td>
<td>Final</td>
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The above classification specifications are intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department as determined by the University.