

ASSISTANT SUPERVISOR – ELECTRICAL SERVICES*

Function of Job:

Under general supervision of supervisor, to assist in and to be responsible for, the work of electricians and other assigned personnel in special areas of responsibility.

Characteristic Duties and Responsibilities:

1. Plan and direct work of assigned personnel and/or perform duties required for the installation, operation, servicing, and repair of assigned equipment.
2. Verify and approve materials requisitions of employees supervised, and approve time cards.
3. Assure that recognized procedures and techniques are followed.
4. Confer with and advise college/university personnel and contractors on the installation and/or operation of equipment.
5. Advise assigned personnel on equipment installation and operation, causes of breakdown, extent of repairs required, etc.
6. Supervise or conduct operating tests on repaired components, assuring that required adjustments or corrections are made for proper functioning.
7. Assure compliance with applicable safety codes in work performed.
8. Act for the supervisor in his/her absence.
9. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Technical/vocational school graduation or equivalent apprenticeship.
2. Supervisory ability.
3. Four years experience at the journey level.
4. Sound knowledge of assigned equipment or systems.
5. Ability to read and understand specifications, blueprints, and drawings relating to assigned equipment.
6. Knowledge of tools, materials, methods, and hazards of the trade.
7. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy lifting.

Additional Desirable Qualifications:

1. Supervisory experience.
2. Valid motor vehicle operator's license if required.

7/27/83
System Approval

7/27/83
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

*Revised – original approved 3/20/75 as “Assistant Foreman;” revised 12/11/80 and 3/10/82.