JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Electrician Manager

Job Code: 8339

Salary Grade: S10

FLSA Status: Exempt

Job Family: Facilities Operations

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Responsible for overseeing and managing all electrical operations, installation, maintenance, and repair activities across the organization. Supervises electrical staff, ensuring compliance with safety regulations and electrical codes, managing large-scale electrical projects, and optimizing the performance and efficiency of electrical systems. Manages critical electrical systems for the university with a focus on reliability, cost management, and sustainability initiatives. Serves as the organization's contractor of record.

- Manages day-to-day activities of the electrical department.
- Leads and manages the electrical team, providing direction, mentorship, and performance evaluations.
- Ensures team members adhere to safety standards, quality work practices, and project timelines.
- Oversees the routine maintenance, repair, and inspection of all electrical systems across campus facilities.
- Ensures electrical systems are functioning efficiently, meeting industry standards, and complying with applicable local, state, and federal electrical codes, including OSHA and other regulatory requirements.
- Plans, coordinates, and manages electrical-related projects, including new installations, system upgrades, and renovations, including reviewing construction documents to ensure adherence to organizational standards. Provides architects and engineers with alternative electrical system designs when appropriate.
- Ensures projects are completed on time, within budget, and meet quality standards.
- Leads troubleshooting and diagnostics for complex electrical issues, utilizing advanced tools and techniques to identify and resolve system failures, power distribution issues, or system inefficiencies.
- Controls spending and optimizes resource allocation for electrical operations and projects.
- Stays up to date on changes in regulations, codes, and industry standards that may impact electrical practices.
- Manages relationships with electrical contractors, suppliers, and service providers.
- Oversees the emergency response for electrical-related issues, ensuring repairs and system restoration are completed quickly and efficiently while minimizing disruptions to campus or facility operations.
- Maintains detailed records of electrical maintenance, repairs, inspections, and testing.
- Creates reports on electrical system performance, maintenance activities, issues, and cost-saving initiatives for senior leadership.
- Identifies skill gaps within the electrical team and provides training opportunities to enhance team capabilities while promoting a culture of continuous improvement and safety.
- Collaborates with other facilities management teams, contractors, and departments to ensure electrical systems are integrated with overall building operations and maintenance plans.
- Serves as the organization's contractor of record with the Oklahoma Construction Industries Board as the licensed Electrical Contractor.
- Oversees the university's life safety systems and programs, including fire alarm systems, fire suppression systems, emergency notification systems, fire and life safety inspections, testing, preventive maintenance, and regulatory compliance to ensure the safety of campus occupants and adherence to applicable federal, state, local, and National Fire Protection Association (NFPA) standards.
- May serve as the Director's designee in their absence.
- Performs other duties as assigned

Minimum Requirements

Education:

- 5 years of experience in electrical systems maintenance and installation, including 2 years of supervisory or management experience

Experience:

- High School Diploma or GED equivalent required

Required Certifications or Licenses:

- Electrical Contractor's License issued by the Oklahoma Construction Industries Board, to be filed on behalf of the University of Oklahoma.
- Valid Oklahoma driver's license required for travel between facilities.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Extensive knowledge of electrical systems, power distribution, installation, maintenance, and repair, with advanced technical expertise in diagnostics, troubleshooting, and electrical testing.
- Strong leadership and management skills, with experience supervising and mentoring a team of skilled electricians.
- In-depth understanding of the National Electrical Code (NEC), applicable building codes, OSHA regulations, and other relevant electrical safety standards.
- Proven ability to manage large-scale electrical projects, including budgeting, scheduling, procurement, and contractor coordination.
- Strong problem-solving skills, with the ability to address complex electrical system challenges and implement effective solutions.
- Excellent verbal and written communication skills for effective interaction with team members, contractors, vendors, architects, engineers, and senior leadership.
- Ability to implement energy-efficient and sustainable electrical practices, including lighting upgrades, power management, and other initiatives to optimize system performance and reduce operational costs.
- Strong organizational and time management skills, with the ability to prioritize tasks and manage multiple projects simultaneously.

Working Conditions

- This position may require occasional after-hours work or on-call availability for electrical emergencies.
- Use of hand and power tools, electrical testing equipment, and diagnostic instruments.
- Requires physical work tasks including heavy lifting, climbing ladders, working on lifts, pushing, or pulling objects up to 50 pounds.
- Ability to stand, walk, kneel, crouch, bend, reach, work at heights, and work in confined spaces.
- Exposure to potentially hazardous conditions requiring strict adherence to safety procedures and the use of appropriate personal protective equipment (PPE). Examples include energized electrical equipment, arc flash and shock hazards, extreme temperatures, dirt, dust, fumes, smoke, loud noises, and other potentially hazardous materials or environments.

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