

UNIVERSITY OF NORTHERN IOWA

POSITION ANNOUNCEMENT

POSITION TITLE: Assistant Manager/Electrical Services

DEPARTMENT: Physical Plant

APPOINTMENT TYPE: 12 Month, Probationary, Pay Grade IV

PRIMARY FUNCTION: Coordinates and manages small electrical projects including campus event venues; assigns work and supervises trade programs; makes technical recommendations for facility systems and equipment improvements; reviews project plans and specifications and makes recommendations for changes; and administers performance management and staff training.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Coordinates and manages maintenance work and small projects; provides support for various campus events ensuring venue electrical needs are met; schedules electrical outages as needed; meets with users to develop project scope; estimates costs and schedules staff and contractors; coordinates work by ordering materials and equipment; and provides support to other Operations and Maintenance (O&M) units when needed.
2. Assigns work and supervises the operations activities of the electrical, fire alarm, clock and elevator programs; provides daily support to the supplies and services acquisition process for these groups; reviews and approves time cards, vacation and absence requests and periodically monitors accrued balances of all assigned employees; recommends allocation of supplies and services resources in a cost effective manner; supports the process of periodic review and revision of all established preventive maintenance tasks assigned to this area; supports the development of preventive maintenance tasks for new and newly renovated facilities on campus; and maintains accurate records of maintenance activities through proper utilization of the Physical Plant's computerized maintenance management system.
3. Makes technical recommendations on repair/replacement decisions for facility systems and equipment and on maintenance initiatives to improve service to the University; meets with campus customers to determine whether customer expectations are being met; works with Purchasing office and outside vendors in receiving bids on materials, equipment and labor; and places orders and follows established purchasing procedures.
4. Reviews project plans and specifications for adherence to Facilities Services design guidelines; reports discrepancies; and works with O&M staff to provide input for updates and additions to the design guidelines.
5. Administers performance appraisals, recommends and implements performance counseling, progressive discipline, and disciplinary action for supervised personnel; coordinates absences to maintain minimum staffing levels and effective operations; routinely provides support to Public Safety in responding to requests and directs maintenance efforts in after hours, weekend and emergency situations; provides training and orientation to employees regarding departmental procedures; maintains historical records for safety training and technical training of supervised personnel; supervises the implementation of operational safety programs; and meets periodically with assigned personnel to communicate unit goals and assess progress in meeting those goals.

NECESSARY QUALIFICATIONS: Bachelor's degree, Master Electrician license, plus at least four years of electrical supervision experience required. Valid driver's license also required. Experience working as a commercial electrical tradesperson and demonstrated commitment to continuing education preferred. Occasional evening and weekend work will be necessary. Criminal and other relevant background checks required.

APPLICATION PROCESS: Application materials received by December 3, 2009 will be given first consideration. Additional information provided upon request (319) 273-3424. Send cover letter, resume, and names, addresses, and telephone numbers of three references to: Assistant Manager/Electrical Services Search Chair, Human Resources, 027 Gilchrist, UNI, Cedar Falls, Iowa 50614-0034. Fax (319) 273-2927. Email: HRS-Applications@uni.edu URL: www.uni.edu UNI is a smoke free campus.

THE UNIVERSITY OF NORTHERN IOWA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMPREHENSIVE PLAN FOR AFFIRMATIVE ACTION.