



DUKE UNIVERSITY

FACILITIES MANAGEMENT DEPARTMENT
Supervisor, High Voltage Systems

Duke University's Facilities Management Department is currently seeking a Supervisor for High Voltage Systems.

Responsibilities:

Supervise in the layout, construction, installation, modification, maintenance, and repair of the Duke University high voltage electrical distribution facilities by interpreting blueprints, plans and specifications, catalog data, and written or verbal instructions. Supervise the installation of related facilities for other departments such as, but not limited to sports lighting, public lighting, traffic control lighting, telephone outside plant, major renovations and modifications, and underground heavy construction. Plan and schedule work for the group ensuring proper distribution of assignments and adequate staffing, space, materials and facilities for subsequent performance of duties. Assist in the establishment of safety program and preventative maintenance programs for the University's high voltage electrical systems and facilities. Prepare reports and analysis setting forth progress, adverse trends and appropriate recommendations or conclusions. Train and instruct new employees. Supervise various personnel actions including, but not limited to, hiring, promotions, transfers and vacation schedules. Perform other related duties incidental to the work described herein.

Knowledge Required

The position requires extensive technical knowledge and understanding of electrical distribution systems and equipment, environmental controls, logic systems, and related areas of work. It requires the ability to organize, prioritize, and perform under pressure in both public contact and internal departmental capacity. Minimum qualifications should include electrical design and some engineering experience.

Bachelor's degree in Electrical Engineering preferred.

Experience

Must have 8 years or more experience in a high voltage environment. OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

To apply for this position, please go to www.hr.duke.edu and submit an online resume to requisition #400301753 or Email mae.mayfield@duke.edu

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