Evaluation of Position Description

Labor Category/FLSA: Nonexempt

_____**Current Position Description**
__X__**Proposed Position Description**

Date Prepared: 07/07/03

Approving Official: **Name:** Sheryl A. Wheeler **Signature:** S. A. W.

Title: HR Specialist

Position Title/Series/Grade: High Voltage Electrician Supervisor, WS-2810-11

ORGANIZATION: Division of Property Management

REFERENCES: OPM JGS Electrician 2805, 6/89; Federal Wage System Supervisors Job Grading Standard, Dec 92.

TITLE AND SERIES DETERMINATION: Subject position has responsibility for supervising work within the WG-2810 series. The incumbent is responsible for comprehensive supervisory duties and tasks that are required in the planning, work direction and administration, of personnel and work detailed to areas. The incumbent serves as a working supervisor and is required to perform the duties required of a WG-11 High Voltage Electrician. The incumbent is responsible for supervising between 10-12 workers assigned to the work group. The incumbent is responsible for supervising high voltage electrician personnel in accomplishing the maintenance, repair, replacement and new equipment additions responsibilities. Incumbent is responsible for the planning, coordination and direction of the maintenance, repair, replacement and/or addition of all central plan electrical systems and the NIH high voltage distribution system. The NIH Distribution System on the main campus consists of three 13,000 volt substations, thirty miles of cable on thirty-five feeders to 115 transformers in thirty-five buildings. This position also has responsibility for the NIH Animal center, Poolesville, Maryland, which consists of five miles of overhead and underground cable supplying 13,000 volts to ten buildings. Based on this review, the title and series, High Voltage Electrician Supervisor, WS-5402 is the appropriate title and series for this position.

GRADE DETERMINATION: This job involves the supervision of employees engaged in trades and labor work and thereby meets the coverage of the Job grading Standard for Supervisors.

Factor 1: Nature of supervisory Responsibility:

The incumbent is required to supervise work operations and personnel by planning, directing work operations and overseeing administrative aspects of the work group or shift. The position requires the incumbent to function in work situation #2. The incumbent is required to perform all of the responsibilities specified in work situation #1 as well as Work situation #2. The incumbent is required to plan work on a week by week basis however, long range planning requires projected schedules on a month to month basis. He/she is also responsible for coordinating work operations and employees assigned to the group.

Factor 2: Level of Work Supervised:

Since the work operations within the Central Utilities are so diverse, the workers who are classified as High Voltage Electrician are required to installs, test, repairs and maintain generators, transformers, relays, regulators, switches, circuit breakers, recording instruments, control systems and other circuit elements. Works in high voltage electric vaults and substations, and on underground and overhead high voltage primary distribution systems. Also dismantles, repairs and assembles asynchronous and induction motors, motor generators, protective relays, network protectors and high voltage circuit breakers. Journeyman level positions are classified at the WG-11 level. The incumbent is required to supervise personnel at lower levels WG-08 - WG-11. The highest grade level supervised is a WG-11.

Factor 3: Scope of Work Operations Supervised: The cope of the work operations for this Supervisor is established at level B. The level is calculated on the basis of the following data.

A. Scope of Assigned Work function and Organizational Authority:

The incumbent is required to make judgements when work situations warrant decisions. The supervisor is responsible for assuring that the electrical distribution systems and equipment remain in operating order and they must assure that subordinate workers and leasers respond with appropriate actions. The incumbent works with a considerable amount of independence. Incumbent is responsible personnel assignments and maintenance activities on the electrical systems in Buildings 11, 34, and 58, etc. Although some decisions are clear and defined, many are not, and considerable discernment must be exercised. Level A-2 = 45pts.

B. Variety of Function:

The incumbent is required to supervise work of subordinate personnel who are classified at the WG-11 level as well as lower level staff. The incumbent may be required to supervise personnel in other series. Level B-3 = 50pts.

C. Workforce Dispersion:

The electrical systems in the Boiler, Incinerator and Refrigeration Plants are located in Building 11 and Building 34, the campus wide underground high voltage distribution network, the primary side of the NIH building electrical systems and the overhead high voltage distribution network at the NIH Animal Center, Poolesville, MD. Level C-4 - 5pts.

IV. Conclusion: The supervisor is performing work that is established at the WS-11 level. There are not any special factors which must be considered. Since the incumbent is responsible for overseeing operations and personnel assigned to Central Utilities, the official title of the position is established as High Voltage Electrician Supervisor, WS-5402-11

High Voltage Electrician Supervisor
WS- 2810-11

Introductory Statement: The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD.

This position is organizationally located within the DPM in one or more of the subordinate organizational components responsible for the provision of operations and maintenance of NIH facilities. The position requires that the incumbent be able to work independently and take the initiative to complete the work assigned with a minimum of direct supervision regardless of the nature of the work thus requiring that specific trade skills be shared between staff members.

Factor I - Nature of Supervisory Responsibility

Incumbent is responsible for supervising high voltage electrician personnel in accomplishing the maintenance, repair, replacement and new equipment additions responsibilities. In conjunction with a working leader, provides direction and instructions on maintenance, calibration and repair requirements for the group. Incumbent is responsible for the planning, coordination and direction of the maintenance, repair, replacement and/or addition of all central plant electrical systems and the NIH high voltage distribution system.

A. Planning

1. On a weekly basis, plans and organizes the weekly work, schedules, assignments and responsibilities that are to be accomplished by subordinate staff. Reviews assignments and workload each morning and makes changes or adjustments to subordinate worker assignments. Coordinates the activities of the high voltage group with the shiftthead of the current boiler, refrigeration and incinerator operating shift, as well as the maintenance group involving the maintenance activities on the electrical systems in the plant. Also coordinates activities of the high voltage group on the high voltage side of building maintenance and operation, construction management, and offices affected by electrical outages and changes.

2. Explains work requirements, methods, and standards, by personally instructing subordinates in the more complex tasks and explaining work procedures and schedules. Assigns subordinates a balance of maintenance and repair assignments to best utilize resources. Establishes deadlines,

priorities, and work sequences in order to keep electrical systems in the plant and the NIH distribution network operating at maximum efficiency and reliability. Plans work assignments based on general work schedules, methods, and established policies.

3. Informs Supervisor of the need to revise the maintenance and/or work schedules. Participates with the supervisor, project officers and engineers in the planning of current and future work schedules and staffing needs.

B. Work Direction

1. Supervises the proper maintenance, repair, replacement and new equipment addition activities of all the electrical systems and equipment in the plant and the NIH high voltage distribution network. Investigates operational and maintenance problems in the plant and NIH high voltage distribution network and takes immediate corrective actions or recommends to higher management what actions should be taken. Notifies management of those situations which if not corrected, could cause equipment failure or utility interruptions.

2. Makes duty assignments to subordinates based on ability and availability. Checks their work while in progress and upon completion to ensure that all work is done accordance with established procedures and guidelines and the equipment is maintained in the most efficient and economical manner possible.

3. Investigates means for improving maintenance, repair and replacement procedures and reducing costs by studying basic procedures and work flow. Initiates action, as necessary, to improve maintenance and repair procedures. Major changes are reviewed with the supervisor for concurrence.

C. Administration

1. Schedules and approves leave requests of assigned group personnel, sets performance standards, makes formal appraisals of work performance, and recommends participation in training programs.

2. Incumbent is responsible for training needs, training procedures and review results. Provides on-the-job training and orientation for new employees in the proper maintenance procedures related to the plant electrical systems and equipment, and the NIH high voltage distribution network. Recommends subordinates for formal training related to high voltage electrical systems and equipment maintenance, repair and replacement procedures. Maintains production records and makes special reports to superior. Assures that adequate tools and supplies are available and controls use and substitutions. Assures that proper safety equipment and precautions are taken and that safety hazards are eliminated.

3. Enforces all safety, housekeeping, standards of conduct, and internal policies and procedures. Sets example for proper conduct and performance through own exemplary actions.

4. Initiates recommendations for promotions, reassignments, special leave procedures or disciplinary action, as needed. Counsels subordinates and discusses any compliant or concern with the Union members and stewards in order to achieve an informal resolution of any complaints or grievances at the lowest level possible.

Factor II - Level of Work Supervised

A. The incumbent serves as the supervisor of the High Voltage Electricians. This group is staffed with Electricians (High Voltage) and Electrician Helpers. These personnel have the responsibility for the proper maintenance, repair, replacement and new additions of all electrical systems and equipment in the plant and the NIH high voltage distribution network.

B. The grade level of the above non-supervisory positions who perform the work have been established at WG-05 (Helper), WG-10 (Journeyman), WG-11 (Senior Journeyman) and WL-11 (Working Leader).

Factor III Scope of Work Supervised

A. Scope of Work Functions

1. The incumbent works with a considerable amount of independence. Receives mainly general instructions from the supervisor and thereafter is expected to accomplish assignments without immediate guidance or instruction. Works with technical personnel on problems and changes to the plant electrical or high voltage electrical distribution systems and equipment. Incumbent is responsible for the planning, coordination and direction of the maintenance and repair of all high voltage electrical equipment on a daily and week-by-week basis and has first level supervisory and decision making authority regarding the electrical systems in the plant and the NIH high voltage distribution network. Incumbent has first level supervisory and decision authority over the personnel assignments and maintenance activities on the electrical systems in Buildings 11, 34 and 58; the NIH underground high voltage distribution network; the building electrical systems on the primary side; and the overhead distribution system at the NIH Animal Center, Poolesville.

Generally, assignments are carried out independently through a subordinate leader and thereafter, high voltage electrician personnel are expected to accomplish assignments without immediate guidance or instruction. Makes routine decisions regarding personnel assignments, leave approval, maintenance and repair activities and emergency response according to guidelines established by the supervisor. Reviews workload, equipment maintenance status and personnel availability to adjust workload between the operations and maintenance groups.

2. Assignments are given both orally and in writing and may include standing instructions or operating procedures. The incumbent is responsible for overseeing assigned personnel in the performance of their duties and responsibilities, and in accordance with regulations, policies and overall goals. The supervisor gives directions and instructions on new or changed maintenance policies and procedures. Work is reviewed by observation, discussions, timely completion of assignments and through staff meetings for conformance with established policies.

B. Variety of Functions and Operations

Supervises the work of 10 -12 personnel consisting of helper (WG-05), journeyman (WG - 10), senior journeyman (WG-11) and a working leader (WL-11) with duties in the of high voltage electrician trades.

C. Workforce Dispersion

Subordinate employees work on the electrical systems in the Boiler, Incinerator and Refrigeration Plants in Building 11 and Building 34, the campus wide underground high voltage distribution network, the primary side of the NIH building electrical systems and the overhead high voltage distribution network at the NIH Animal Center, Poolesville, MD. Work assignments are typically accomplished within a few days to several weeks, but may change based on workload and manpower availability.

Factor IV - General Facts and Information about the Position

A. Physical Effort

Uses his hearing, eyes, sense of smell and feel. Occasionally climbs ladders, crawls, bends, stoops, or crouches during plant inspections. Some standing, walking on concrete floors, climbing stairways and ladders. Light to moderate effort in moving electrical equipment and test gear, when needed. Occasional stacking and moving of equipment and supplies. During times of emergencies may be required to rush to problem areas to assist operating personnel to avoid (1) possible damage to equipment, (2) excessive smoke or (3) utility outage.

B. Working Conditions

Normally work is performed inside plant or building, but incumbent may frequently go outside to inspect electrical manholes during inclement weather. Is exposed to the hazards of working around high voltage electrical systems and equipment, running machinery, including exposure to electrical shocks, extreme temperature, noise, boiler explosions, steam leaks, soot, scalding

water, hot oil, burns from hot surfaces, and toxic amounts of chemicals, gas, fumes, and odors. Working environment is not air conditioned during the heat of summer when temperatures are aggravated by heat derived from the boilers.

C. Incumbent spends approximately 80% of time performing supervisory duties and 20 % of time performing non- supervisory duties which are not closely related to the supervisory functions.