

Electrician

FLSA Status: Non-Exempt

Pay Grade: 14

Job Title ID: 16202

Job Series/Job Family: Business Services Series / Electrical Family

Reports To

Electrical Supervisor

Job Purpose

To install, maintain, and repair College electrical equipment.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Installs transformers, panel boards, and branch circuit wiring; bends and installs various types of conduit; installs light fixtures, receptacles, and switches; installs, maintains, and repairs motor control circuits; replaces and repairs outdoor lighting including parking lot pole lights to a height of 50 feet.
2. Performs preventative maintenance on equipment; remodels electrical systems as needed.
3. Designs and implements Lockout/Tagout procedures at all campuses.
4. Orders and restocks electrical parts.
5. Inspects work to ensure compliance with the national electrical code, city electrical code; read wiring schematics.
6. Responds to after hour calls on a rotating basis with other electricians.
7. Follows National Fire Protection Association 70E 2004 safety protocols.
8. Maintains and operates a College vehicle and operates heavy equipment such as fork lift and boom lift.
9. Updates information for electrical drawings and labels equipment.
10. Works as a member of a team to develop and improve policies and procedures that relate to worker safety and productivity.
11. Complies with all applicable health and safety regulations, policies, and established work practices.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Electrical tools, materials, and safe work practices.
- Applicable electrical codes, standards, and regulations.
- Electrical applications for high and low voltage electrical systems.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, with occasional nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Installation, repair, and maintenance of all types of electrical system equipment and components.

- Computing lighting loads and power requirements.
- Following and effectively communicating verbal and written instructions.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- May be exposed to hazardous chemicals and electrical currents
- Routine lifting of objects up to 80 pounds such as drills, conduit benders, pipe threaders, cable pullers, and other equipment related to the electrical trade.
- Subject to climbing stairs, ladders, and scaffolds, and work at heights above 30 feet.
- Subject to standing or walking for long periods of time.
- Subject to standing, walking, sitting, bending, reaching, stooping, kneeling, crouching, and crawling.
- Work is routinely performed in both internal and external environments and with occasional exposure to inclement weather, and varying temperatures.

Work Experience

Required

- Two years work experience as a Journeyman Electrician.

Preferred

- Five years work experience as a Journeyman Electrician.

Education

Required

- High School diploma or equivalent.

Licenses/Certifications

Required

- Valid Journeyman Electrician License issued by local authority. Valid Texas Driver's License.

Other

Preferred

- Fork Lift Operators Certification. Boom Lift Operators Certification.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.