

ELECTRICIAN

Job Description

CATEGORY: PLANT OPERATIONS
POSITION STATUS: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 64
REPORT TO:
REVIEWED DATE:

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Performs journey level electrical work in the installation, replacement, and maintenance of electrical systems and a variety of electrical equipment, fixtures and wiring; assists in a variety of related construction and general maintenance work; ensures completion of projects in accordance with trade standards; and assists other maintenance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects, repairs, installs, services and maintains electrical systems and sub-systems including conduit and duct systems, lighting and power circuits, transformers, control equipment, switches, switchboards, fire and intrusion alarms, elevator controls, electrical devices, machinery, fixtures, and bell and buzzer systems.
- Installs or replaces necessary interior and exterior wiring for equipment, appliances and lighting.
- Installs and performs repair of electrical systems for lighting, heating, ventilation and air conditioning; replaces fuses.
- Responds to electrical emergencies and assists in the diagnosis of outages and interruptions of service; plans corrective measures and performs repairs.
- Diagnoses and resolves difficult electrical problems; calls electrical company as necessary; knows and understands all safety procedures of the College and observes safety of others and recommends precautionary action while repairs are in progress as necessary; allows no work to be performed when conditions are considered unsafe.
- Observes and complies with federal, state and local electrical codes.
- Coordinates the cleaning and maintenance of electrical equipment and dedicated electrical spaces; maintains condition of dedicated electrical spaces in a safe and legal condition.
- Coordinates the storage of electrical supplies and equipment.
- Assists in performing other maintenance duties such as assisting in air conditioning and plumbing, troubleshooting and repair.
- Responds to college emergencies and closures including adverse weather to be certain that all facilities are protected and remain operational. Assists with tasks required in preparing to open campuses after a closure including debris removal, systems and equipment checks and start-up operations, as assigned.

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- Develops electrical specifications.
- Redesigns and labels incomplete or improper electrical systems.
- Computes load requirements against available power.
- Performs cabling and wiring as necessary for the installation of computers and other equipment.
- Checks blueprints on new construction and remodeling to identify possible electrical maintenance problems.
- Performs general maintenance work as required, including clean-up after work is completed.
- Provides information in order to identify needed supplies and Prepares requisitions for electrical supplies, materials and equipment.
- Assists in the maintenance of inventory of tools, supplies and equipment.
- Operates a college vehicle and is responsible for maintenance and the safe operation of that vehicle.
- Observes safety regulations and safe work practices; ensures proper disposal of hazardous materials.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of functional unit-level outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of methods, materials, and equipment used in the electrical trade.
- Knowledge of basic electrical theory and calculation of formulas.
- Knowledge of operation and repair of high voltage electrical switch gear systems.
- Knowledge of the National Electrical Code, OSHA regulations, and local electrical codes and ordinances.

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- Knowledge of occupational hazards and special procedures applicable to the work.
- Ability to prepare, interpret and work from wiring diagrams, schematics, designs and blueprints.
- Ability to repair, install, service and maintain electrical equipment and wiring systems.
- Ability to use and maintain electrical tools.
- Ability to follow written and verbal instructions.
- Ability to communicate effectively and establish cooperative working relationships with persons contacted in the course of performing assigned duties.
- Ability to use various tools and equipment related to the electrical trade.
- Ability to work from heights (on ladders, scaffolds, and platforms), stand for long periods, and move heavy equipment, materials, structures and furniture.
- Ability to multiply and divide decimals and fractions, etc. in order to estimate time, labor, and materials necessary to complete work orders.
- Ability to use a computer for email access and use.
- Must be able to read, write, and distinguish colors.
- Ability to provide quality customer service.
- Ability to follow oral and written instructions.
- Ability to interpret campus maps and basic drawings.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- High school diploma or G.E.D. equivalent.
- Minimum of two (2) years of experience as a journey-level commercial/industrial electrical maintenance and repair experience.

PREFERRED EDUCATION AND EXPERIENCE

- Limited journeyman manufacturing plant electrician license or equivalent.

CERTIFICATES AND LICENSURES

- Must have a valid State of Texas Journeyman Electrician license to meet requirement of both state and local city codes.
- Valid Texas driver's license or the ability to obtain one within 90 days of hire.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Work may involve the moving or lifting of light to moderately heavy materials or equipment requiring physical strength and agility to withstand the strain of manual work. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a high school diploma or G.E.D. equivalent?
 - Yes
 - No
3. *Do you have two (2) years of experience as a journey-level commercial/industrial electrical maintenance and repair experience?
 - Yes
 - No
4. *Do you have a valid Texas Driver's license or the ability to obtain one within 90 days of hire?
 - Yes
 - No
5. *Do you have a valid State of Texas Journeyman Electrician license to meet requirement of both state and local city codes?
 - Yes
 - No
6. Do you have a limited journeyman manufacturing plant electrician license or equivalent?
 - Yes
 - No