Electrician

Purpose Statement

The job of Electrician is done for the purpose/s of providing electrical services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading electrical systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Operations Manager

Essential Functions

- Analyzes blueprints, schematics, and drawings of electrical systems for the purpose of determining the efficient installation of new or upgraded systems.

- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.

- Diagnoses causes of electrical problems or failures for the purpose of identifying equipment and/or systems repair.

- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.

- Installs electrical system components (e.g. lighting, electrical panels, switches, circuits, scoreboards, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.

- Monitors electrical systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.

- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.

- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of electrical systems.

- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.

- Repairs electrical components and/or systems (e.g. motors, circuits, transformers, generators, compressors, switches, intercom systems, cafeteria kitchen equipment, etc.) for the purpose of ensuring a safe working condition.

- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.

- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electrical systems; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems including control/balancing these systems; and blueprints and schematics.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working independently and with interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job’s functions. There is a continual opportunity to significantly impact the organization’s services.

**Work Environment**

The usual and customary methods of performing the job’s functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

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<th>Certificates and Licenses</th>
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<tr>
<td>Physical Capacity Assessment</td>
<td>Valid Driver’s License &amp; Evidence of Insurability</td>
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<td>Journey Level Certificate</td>
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<tr>
<th>Continuing Educ. / Training</th>
<th>Clearances</th>
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<tr>
<td>Maintains Certificates and/or Licenses</td>
<td>Criminal Justice Fingerprint/Background Clearance</td>
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<th>FLSA Status</th>
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<th>Salary Grade</th>
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