

JOB DESCRIPTION



Position Title: Electrician I

Department: Facilities

Employment Category: Classified Staff

Primary Location: Douglas Campus
Sierra Vista Campus

FLSA Classification: Non-exempt

Parameters: 40 hours/week; 12 months/year

Pay Grade: CS11

Position Summary: The Electrician I is responsible for the installation, maintenance and repair of electrically powered systems and equipment, including distribution, control and emergency power systems.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Installs, maintains and repairs wiring, motors, transformers, generators, control circuits, lighting, appliances and other electrical systems; troubleshoots electrical issues using appropriate testing devices and hand tools; studies plans, drawings, specifications and work orders to determine work requirement and sequence of repairs and/or installations; takes appropriate electrical safety precautions and follows National Electric Code, as well as state and local building regulations

Performs regularly scheduled preventative maintenance and corrective action work; enters all maintenance and repair data into the Computerized Maintenance Management System; recommends adjustments to maintenance tasks and frequencies based on field observations and experience; Maintains appropriate stock inventory levels; assists in standardization of products and hardware to ensure ready supply of materials, supplies and equipment

Monitors and maintains electrical services to assure safety and functionality; coordinates with supervisors and other department employees to ensure availability of facilities, and/or minimize disruption, during maintenance and repair activities; assists with assessing electrical loading needs for specific applications, various operational environments, as well as renovation and improvement projects; makes recommendations to address power supply shortfalls; receives notification of power issues, locates and determine causes of malfunctions or outages

Provides electrical support services for HVAC-R equipment and appliances, fire alarm and riser systems, surveillance and access control systems, irrigation control and grounds equipment, potable water and chlorination systems, computer and networking equipment; assists with electrical design and installation of electrical/data drops, cables, receptacles, switches and other related devices

Maintains emergency backup power systems to assure uninterrupted access and operation of telecommunication and data management systems, lighting, well and potable water systems, and network equipment and servers

Assists with reviews of construction, renovation and improvement project drawings for accuracy and scope of work, and recommends changes, as needed; determines necessary equipment, materials estimate, and work schedule ensuring timely completion and quality work; assists with obtaining quotes and development of bid specifications for capital projects

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Assist in monitoring of contractor tradesman and vendors for performance and/or products used engage contractual services and monitor work in progress to ensure compliance with quality expectations and completion schedules.

Responds to emergency calls, tasks and work orders, as assigned by supervisor

Perform other related duties, as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college, and cooperate and work harmoniously with students, faculty, staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Associate's degree from a regionally accredited institution of higher learning recognized by the US Department of Education

Five years related experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of practices and procedures of the methods, materials and tools used in the electrical trade

Knowledge of commercial building trade skills, including but not limited to, plumbing, carpentry and HVAC-R

Knowledge of preventative maintenance programs and computerized maintenance management software

Skilled in maintenance and repair of low and high voltage electrical systems and equipment

Skilled in reading construction drawings and electrical schematics

Ability to follow written and oral instructions and to work from plans and specifications using methods and practices followed in the maintenance of tools, machinery, and equipment

Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes

Ability to work independently while contributing to a team environment

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to use safety precautions in the maintenance and installation of electronics and mechanical equipment

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Work Environment: Work is primarily performed under limited supervision and may require working early morning shifts in a variety of climatic conditions. May require evenings and weekends. Work may result in exposure to potentially hazardous chemicals that could include, but are not limited to, cleaning agents, sanitizers, fertilizers, pesticides, and herbicides.

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Physical Requirements: Essential functions of this position require: manual dexterity, fine and large motor skills, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies.

Heavy work: Occasional lifting and carrying objects up to 75 pounds, Frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Building and Grounds Manager

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.