

## POSITION DESCRIPTION

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**TITLE:** Electrician - (Non-Exempt)

**Collective Bargaining - Eligible**

**Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.**

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**JOB SUMMARY:**

Electrician is an advanced position related to the maintenance and repair of equipment and facilities involving electrical distribution circuits carrying less than 600 volts. Although the bulk of the work time will be spent in the actual performance of duties, employees in this category may be required to work as working foremen and supervise teams of employees and students. Workers in this class receive instructions and report to the Manager for Mechanical Trades and any other designated higher level Physical Plant personnel. May be required to be "called back" for emergencies on weekends, evenings, and holidays. Employee must be dependable and punctual.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)*

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Responsible for following policies, procedures and methods in regards of proper installation, diagnoses, testing and repair within the guidelines of the national electric code NFPA 70, national electric code NFPA 70E for workplace electrical safety, arc flash safety, PPE and lock out tag out procedures and OSHA guidelines related to this position. International mechanical code and manufactures standard recommendations found in equipment manuals, schematic diagrams, blueprints, and specifications.
- Installs, diagnoses, tests and repairs three phase 480v/277v and 208v/120v power distribution systems.
- Installs, diagnoses, tests and repairs panel boxes, circuit breakers, disconnect switches, motors, fans, electrical components of commercial and Industrial building HVAC equipment, branch outlet and lighting circuits, ballasts, and light fixtures.
- Installs, diagnoses, tests and repair of emergency generators, dry type transformers, switchboards, motor controls, VFD's and building automation controls.
- Installs and repairs EMT, liquid tight and armored cable conduit, boxes, wiring, fittings, and accessories associated with work orders, projects, and other conduit related jobs.
- Pulls wire, makes terminations, splices, connections in conjunction with wiring projects.
- Reads and interprets plans, blueprints and specifications for construction or remodeling, and may recommend appropriate modifications or additions to plans.

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- Conducts inspections and reports findings to the Manager of Mechanical Trades.
- Performs and records Preventive Maintenance checklists and tasks associated with the electrical portion of the college's maintenance equipment preventive maintenance program.
- Operates and maintains tools and equipment of the electrical trade. Cleans work area upon completion of the project.
- Provides guidance and training in electrical work to other maintenance personnel. May have lead responsibility for special projects.
- Handles special projects with crews.
- May be required to operate energy management equipment.
- Estimates time and material for various projects both in supervisory and technical fields.
- Maintains records and attends classes on training.
- Assists in general building trades maintenance or repair and work with other trades.
- Instructs workers in safe operation of equipment and ensures safety procedures are followed.
- As essential personnel, follows established emergency procedures.

#### **SPECIAL KNOWLEDGE AND SKILLS:**

- Must possess leadership and motivational skills.
- Ability to perform basic electrical job estimating.
- Ability to read manufacturer's literature and manuals.
- Ability to follow detailed written and verbal instructions.
- Ability to interpret plans and drawings related to the mechanical field of general information.
- Must be able to communicate effectively with the College community and employees.
- Practices and enforces good safety practices.
- Operates various testing equipment; drain cleaning equipment, recovery system, meters, locators, and knowledge of combustion analysis.
- Operates equipment such as folk lift, tractor, bucket truck, etc.
- Ability to schedule work.

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#### MINIMUM QUALIFICATIONS:

- Education: High school diploma or G.E.D. certificate. Applicant may substitute year for year experience beyond the requirement for up to two years credit for education qualifications. Graduation from an accredited vocational or training school can be used for up to two years of experience.
- Experience: Five (5) years' experience in the electrical field. Journeyman preferred but not required. Comprehensive knowledge and skill in the theory, principles, methods, and techniques used in the installation, repair, and maintenance of three phase distribution electrical systems and electrical components of commercial and industrial building HVAC equipment carrying 600 volts or less.
- Thorough knowledge and skill set of the national electric code NFPA 70, national electric code NFPA 70E, proper PPE, lockout tagout procedures, international mechanical code and manufactures standard recommendations found in manuals. Experience in three phase 480v/277v and 208v/120v power distribution systems is required.
- Experience in installation, diagnosing, testing and repairing panel boxes, circuit breakers, disconnect switches, motors, fans, electrical components of commercial and Industrial building HVAC equipment, branch outlet and lighting circuits, ballasts, and light fixtures is required.
- Having experience in of emergency generators, dry type transformers, switchboards, motor controls, VFD's and building automation controls is a plus.
- Experience with EMT, liquid tight and armored cable conduit, boxes, wiring, fittings, and accessories associated with electrical conduit related jobs is required.
- Experience in pulling wire through conduit, making terminations, splices and connections is required. Knowledge of electrical estimating of conduit, wire sizing, breaker and fuse sizing for work orders and projects is required.
- Skilled in the use and maintenance of the tools and equipment of the electrical trade including conduit benders, crimping tools and testing equipment such as multimeters and amp meters are required.
- Ability to read, interpret, and work from blueprints, drawings, and specifications.
- Prepare summaries and reports related to projects, upgrades to improvements around campus.
- To communicate effectively and follow directions; to work in, on, around, over and under fixed equipment and machinery; to work from lifts, ladders and scaffolding; to manipulate heavy equipment, tools, and supplies and/or exert force up to 70lbs.; to concurrently manipulate multiple controls on equipment and machinery; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment.
- Must possess a valid driver's license, preferably Maryland.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.

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While employees in this category may possess expertise in the electrical trade and work primarily in that trade, if needed they will be required to assist and/or work in other aspects of facilities management.