



DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Electrician I

JOB SUMMARY

Performs skilled work in the installation, repair and maintenance of electrical systems. Responsibilities involve the layout, installation and repair of wiring, electrical fixtures, apparatus and control equipment. Work is performed and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Supervisor, Building Maintenance

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Installs, maintains, and repairs electrical service lines, equipment and fixtures.
Performs preventive maintenance, repairs and/or replaces transformers, motors, appliances, automatic switches, circuit breakers, smoke alarms and exhaust fans.
Traces short circuits, overloads and blown fuses.
Locates and corrects defects in electrical systems and equipment.
Adheres to workplace safety policies and guidelines.

ADDITIONAL DUTIES

Secures necessary supplies and materials from the warehouse as required.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Two years experience as a licensed journeyman electrician. Job related vocational training may substitute for the require experience on a year-for-year basis.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the university.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of the tools, materials, methods, safety precautions, and practices of the electrical trade.

Ability to effectively communicate orally, both in person and by telephone.

Ability to effectively deal with the public.

Skill in the operation or use of an amp/volt meter, bender, puller, drill, hammer, saw, screwdriver, wire crimper and stripper, pliers and related tools of the trade.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

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 occasionally required to stand; walk; sit; clean; crawl; hold; sort; squat; stoop; twist the body; write by hand; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb ladders, stairs; talk or hear, work off ladders higher than 6 feet and high lifts and / or scaffolding. The employee must have the ability to occasionally lift and / or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

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WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Exposed to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

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.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.