



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: Supervisor, Building Maintenance

Supervises: No supervisory responsibilities

ESSENTIAL 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.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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, including related university software and email.
- Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Must be able to climb ladders, stairs; 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.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, 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

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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:** _____

Employee Printed Name: _____

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, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

*Electrician I
Date Issued: 12/15
FLSA: Non-Exempt
PTO: COVS*

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