

Sam Houston State University Human Resources

Staff Classification Description – Electrician I

Skill Category: Skilled Craft

Position (Employee) Class: 6N140 (N1), 6N141 (NB)

Grade: 8

Date: 11/2014

Department: Various Departments

Educational & Experience Requirement: High school graduate or G.E.D. equivalent. Two years of experience at a maintenance electrician level or experience in a related field. Technical/vocational training related to job duties would be helpful. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs entry level maintenance service of electrical equipment and systems for buildings and facilities.

Supervision Given & Received: Works under minimum supervision.

Primary Responsibilities: Repairs, installs, replaces, cleans, inspects and performs preventative maintenance. Tests electrical circuits, motors, equipment, appliances, lights, outlets, switches, breakers, sockets, plugs and insulators. Performs general electrical maintenance in commercial buildings and facilities in accordance with the National Electric Code using blue prints and diagrams that are rated at 220 Volts (Alternating Current) single phase and lower. Installs computer and telephone lines. Assists with ordering materials and parts. Uses a Computerized Maintenance Management System with work orders to allocate time and document work on a daily basis. Performs other related duties as assigned.

Other Specifications: Must be able to use various types of tools of the trade including but not limited to; ladders, hammers, all types of screwdrivers, ratchets, utility knives, insulation strippers, multi-meters, saws, hand drills, rotary hammers, reciprocating saws, circular saws, conduit benders, polyvinyl chloride primer and adhesive, all types of pliers and tape measures. Will be exposed to electrical hazards, various weather elements, dust, dirt, heat, cold, noise, vibration, congested work area, confined spaces, overhead work and heavy lifting. Climb ladders, stairs, inclines and declines. Work occasionally includes high places, motor control centers, electrical rooms, mechanical rooms, plant environments, kneeling, bending and crawling. Instructions are specific and simple but adequate. Work usually requires the ability to plan and perform unusual and difficult assignments.

Position requires driving and operating a university vehicle; therefore, a valid Texas driver license and driving record acceptable to the university's insurance carrier is required. A valid Texas CDL commercial driver's license may be required.

During emergencies, operational failures, and peak use periods, employee may be called in when off shift to work an extended shift. Special procedures sometimes require extended hours.

Uniforms and identification badges are provided by the University according to departmental policy.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.