

Sam Houston State University Human Resources

Staff Classification Description – Electrician IV

Skill Category: Skilled Craft

Position (Employee) Class: 6N146 (N1)

Grade: 11

Date: 11/2014

Department: Various Departments

Educational & Experience Requirement: High school graduate or G.E.D. equivalent. Seven years of experience at a maintenance electrician level or experience in a related field. Must be a licensed as a Master level electrician by the Texas Department of Licensing and Regulation or must meet the requirements to obtain a Master license immediately upon hiring. 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 highly complex maintenance service of electrical equipment and systems for buildings and facilities.

Supervision Given & Received: Works under general direction and occasionally assumes lead person and shop foreperson duties.

Primary Responsibilities: Repairs, installs, replaces, cleans, inspects and performs preventative maintenance. Tests electrical circuits, motors, equipment, appliances, lights, outlets, switches, breakers, sockets, plugs, insulators, switchgear and transformers. 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 132 Kilo-Volts (Alternating Current) three phase and lower. Reviews construction drawings to insure compliance with all national codes. Troubleshoots and repairs low voltage control circuits and systems. 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, hot stick, all types of pliers and tape measures. Must be able to operate Meggar equipment on motors, generators and conductors. Must be able to conduct Polarization Index tests on electrical equipment. Must be familiar with vibration testing and proper alignment of all types of electrical motors and generators. 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. Must be able to work in high voltage flash suits, gloves, and other high voltage personal protective equipment. Must be familiar with electrical BUSS maintenance and construction. Work occasionally includes high places, motor control centers, electrical rooms, mechanical rooms, plant environments, kneeling, bending and crawling. May assist in training other employees. Is expected to resolve work problems as they arise, make independent decisions and work on most assignments without supervision. Must have sufficient knowledge to review construction drawings to insure they are in compliance with all national codes. Must be familiar with a hydraulic boom tuck with personnel lift.

Position requires driving and operating a university vehicle; therefore, a valid Texas commercial 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.