

The University of Texas at San Antonio

Job Description

Job Title: Electrician II
Code: 15212
Salary Grade: 58
FLSA Status: Non-Exempt
Department/Division: Office of Facilities
Reports To: Maintenance Supervisor (Varies by Assignment)

Summary

- Function: To provide journeyman level skills and expertise in the installation, maintenance, preventive maintenance, remodeling, repair, servicing and operation of the University's electrical systems from 120 volts up to and including 4,160 volts, plus assist more skilled personnel up to and including 13,800 volts. Assembles, installs, and repairs circuitry, switchgear, distribution systems, and all related components. Plans layout and installs wiring for electrical fixtures, apparatus and control equipment.
- Scope: Responsible for providing prompt skilled Journeyman level craftsmanship and performance in the installation, maintenance, evaluation, and repair of electrical and related systems. Frequently responsible for the supervision of semi-skilled or unskilled workers. Works directly in and with other trades in a team environment, and performs other duties as required and assigned.

Duties

- Typical:
 1. Accomplishes the following duties: running conduit, pulling wire and installing; installing and repairing electrical circuits, security devices, fire alarms, telephones, audio/video systems, communication trunks, and computer networking systems; and performs electrical work related to air conditioning and refrigeration.
 2. Performs service calls and work orders submitted by students, faculty, staff, and departments within the university to include maintaining records, and performs preventive maintenance work

up to and including 480 volts plus assists more skilled personnel up to and including 13,800 volts.

3. Tests continuity of circuit to ensure electrical compatibility and safety of components with testing instruments such as ohmmeter, battery and buzzer, and oscilloscope; troubleshoots and diagnoses electric systems to detect and repair functions.
4. Observes functioning of installed equipment or systems to detect hazards and need for adjustments, relocation or replacement.
5. Assists and consults with outside contractors on electrical specifications and guidance concerning the remodeling, repair, and building of new structures.
6. Works off of ladders, scaffolding, and rooftops of buildings.
7. Maintains a clean and safe work environment.
8. Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes.
9. Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring; prepares labor and material estimates for new electric projects.
10. Installs, maintains, repairs, and modifies electrical systems including 13,800 volt primary to 480 volt transformers, 480 volt to 270 volt transformers, 277 volt to 120 volt transformers, plus motors, generators and laboratory equipment.
11. Installs control and distribution apparatus such as switches, relays, and circuit-breaker panels from 120 volts up to and including 4,160 volts, plus assists more skilled personnel up to and including 13,800 volts.
12. Performs preventive or corrective maintenance tasks and detailed inspection of electrical systems.
13. Keeps current of changes in operational procedures, new equipment, and other related equipment; works in conjunction with other trades, staff personnel in support of daily job tasks; and informs appropriate personnel of unusual conditions, problems, or deficiencies and takes appropriate actions.
14. Troubleshoots electrical system problems following detailed operational and maintenance procedures; performs installation and maintenance of existing electrical systems, new construction, and special events.
15. Maintains knowledge of the current National Electrical Code and its application.
16. Assists in the design and construction of electrical systems.
17. Surveys buildings and performs maintenance on equipment in a multi-trade team working environment, assisting outside the electrical trade as needed.

<p>18. Must be available on an “On Call” basis and is required to respond to emergency calls, shift work, over time, and odd hours to support the University mission.</p> <p>19. Performs other duties as required and assigned.</p> <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Attends safety training, staff meetings and maintenance training courses. 2. Creates accurate cost estimates of time and materials required for jobs. 3. Provides comprehensive review of construction plans and gives constructive comments.

Education

Required	Preferred
High school graduation or GED.	Associate’s degree or equivalent from a two-year college or technical school within area of assigned responsibility.

Other Requirements

Required	Preferred
Must have been licensed by the State of Texas as a Journeyman Electrician for at least the last two years. This license must be current at the time of hire and maintained throughout the period of employment.	Ability to operate a forklift and a scissor lift.
Candidate must satisfactorily complete the required Criminal Background Check (CBC), Motor Vehicle Record (MVR) Check and must be approved by the Hiring Manager.	

Experience

Required	Preferred
Six years of skilled/journeyman-level commercial/industrial electrical experience, including at least two years since earning the required Journeyman Electrician License.	Five or more years of skilled/journeyman-level commercial/industrial electrical experience since gaining Journeyman License.

Equipment

Required	Preferred
Skilled in the use of hand and power tools common to the electrical trade, meters, and other test equipment.	Have a current Texas Commercial Driver's License "A" or "B" or acquire one within the first six-months of employment. Note that this is preferred of all Electrician II positions; it may be required of some depending upon specific assignment.

Other

Alertness and careful attention is required to avoid injury to self and others.

Working Conditions

Usual	Special
Exposure to variable Texas weather conditions and/or physical hazards common to a physical plant and construction environment such as elevated and confined spaces. Works in attics, subfloors, trenches, machine rooms and other occupational areas. Also exposed to mechanical, electrical, plumbing or other hazards common to the trade. Exposure to potential occupational hazards including biological and chemical hazards within certain laboratory spaces. Selected applicant must wear and properly maintain uniforms, protective gear and identification to be provided. Selected candidate must respond to after-hours emergency calls.	Currently anticipated to typically be Monday-Friday, 7:00AM – 4:00PM, however, flexible hours will be required in order to satisfy University needs and may include overtime, evenings, odd hours, shift work, weekends, and/or holidays. Required to be on stand-by call status, carrying pager, cell phone or two-way radio as assigned and respond to after-hours emergency calls. Use of bucket truck for street lighting work may be required based on specific assignment.

Supervision

Received	Given
General supervision from immediate supervisor and Master Electricians in the form of oral and/or written instructions.	Frequently supervises one to five semi-skilled or unskilled workers.
Work is usually performed in accordance with standard trade practices and is inspected for conformity to specifications.	

Physical Demands

While performing the duties of this job, the employee is regularly required to stand ; walk; use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift up to 35 pounds and occasionally up to 50 pounds with or without accommodations. Special vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to wear Personal Protective Equipment to include; Steel toe or Non-slippery shoes, eye protection, hardhat, back belt, body harness, biological protective gear and arc flash protection.

Accuracy

Accuracy in the use of tools and layout of jobs.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with. Must comply with all University policies.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.