

The University of Texas at San Antonio

Job Description

Job Title: Electrician I
Code: 15213
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Office of Facilities
Reports To: Maintenance Supervisor (Varies by Assignment)

Summary

- Function: To provide journeyman level skills in the installation, maintenance, preventive maintenance, remodeling, repair, operation and servicing of the University's electrical systems from 120 Volts up to and including 480 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.
- Scope: Responsible for the prompt skilled performance of assigned electrical and related duties. Occasionally 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.

<ol style="list-style-type: none"> 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. Surveys buildings and performs maintenance on equipment in a multi-trade team working environment, assisting outside the electrical trade as needed. 9. 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. 10. Performs other duties as required and assigned. <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Assists in preparing simple job cost estimates of time and material. 2. Attends safety training, staff meetings and maintenance training courses. 3. Provides nominal review of construction plans and provides constructive comments.

Education

Required	Preferred
High school graduation or GED.	One year certificate from college or technical school within area of assigned responsibility.

Other Requirements

Required	Preferred
Four years total minimum commercial/ industrial electrical experience required leading to a current State of Texas Journeyman Electrician’s license which 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
Four years of skilled journeyman level commercial/ industrial electrical experience and training leading to the successful award	Two or more years of journeyman level commercial/industrial electrical experience since gaining Journeyman License.

of the required Electrician Journeyman license.	
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Equipment

Required	Preferred
Skilled in the use of all hand tools common to the electrical trade and progressively capable of using meters and related equipment.	Skilled in the use of meters, power tools, and related test equipment.

Other

Alertness and careful attention to detail 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.

Supervision

Received	Given
General supervision from immediate supervisor. Some specific instructions from leader, other supervisory personnel, or Master Electrician.	Would rarely supervise anyone, but may occasionally supervise Maintenance Workers, Apprentices, Helpers, and other semi-skilled or unskilled personnel.

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
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accommodations. Special vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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

Proficiency in all phases of the duties performed.

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.