

# Electrician



**Department:** Facilities

**Type:** Staff, Full-time

Stephens College is seeking a full-time Electrician. Electrician schedule is **Monday – Friday 8am – 4:30pm**. Changes to schedule may occur due to various events or projects on campus which could include evenings or weekends.

Dependable transportation a MUST.

## **Function:**

To perform construction, installation, maintenance and repair of electrical systems, equipment and fixtures. To perform other duties related to repairs and mechanical maintenance.

## **Responsibilities:**

1. Maintains all electrical systems and power supply throughout campus, including:
  - High-voltage underground and overhead systems, including transformers.
  - Low standard voltage.
  - Standard voltage, switchgear, panels, feeders and branch circuits.
  - Fire alarm system.
  - Smoke detectors.
  - Campus clock system.
  - All campus lighting.
  - Various types of electrical equipment.
2. Performs installation and repair of wiring, electrical fixtures and systems by:
  - Reviewing diagrams and/or existing electrical systems.
  - Measuring, cutting, bending, threading, assembling and installing electrical conduit using tools such as hacksaw, pipe threader, and conduit bender.
  - Pulling wire through conduit with assistance.
  - Splicing and termination of wires using standard industry tools.
  - Connecting wiring to lighting fixtures and power equipment, using hand tools.
  - Installing control and distribution apparatus, such as switches, relays and circuit breaker panels; fastening them in place with screws or bolts, using drills, masonry chisels, hammer, anchor bolt and wrench.
  - Connecting power cables to equipment and installing grounding leads.
  - Testing continuity of circuits to ensure electrical compatibility and safety of all components, using standard instruments such as ohmmeter, meggar and oscilloscope.
3. Provides electrical maintenance for all campus properties.
4. Locates and marks underground electrical conduit using locator and drawings.

5. Operates various equipment, including trenching equipment, for new installations of underground power and lighting.
6. Assists electrical sub-contractors as needed.
7. Provides input on electrical issues for new projects and renovations as requested. Reviews plans and blueprints for take-offs and upgrades drawings as projects are finished.
8. Assists with other mechanical shop jobs and projects as assigned, including but not limited to installing, renovating and maintaining mechanical systems such as HVAC, boiler systems, plumbing, sewer, drainage, electrical, lighting, fire safety, commercial kitchen equipment, appliances and swimming pool.
9. Notes any unsafe conditions and either corrects the problem or notifies the supervisor of the need to correct the problem. Maintains communications with supervisors regarding faulty equipment or fixture deficiencies.
10. Records name, completion date and time, and description of parts used on work orders.
11. Completes job estimates and purchase order requests as required.
12. Maintains appearance of electrical equipment rooms.
13. Maintains mechanical shop equipment assigned by following operating, storage and cleaning procedures and notifying supervisor of problems as they occur.
14. Performs special tasks and provides support for special events as assigned by the Mechanical Shop Supervisor or Facilities Services Operations Manager in support of the goals and objectives of the college.
15. Follows safety procedures.
16. Completes performance review process with supervisor/employees to understand job performance expectations and how they fit into the department and college goals.
17. Communicates openly and recognizes contributions of co-workers and supervisor. Maintains positive, professional working relationship with management and co-workers.
18. Pursues professional development to keep pace with demands for services and information, including maintaining up to date information about the department and the college.

**Relationships:**

Daily work with members of own unit, immediate supervisor and members of other departments regarding planning, coordinating, problem solving, presenting information and suggestions related to mutual goals. Parties generally have cooperative attitudes.

Frequent contact with vendors, contractors, students and the general public to exchange information and explain rules, regulations, practices or functions. Discussion of non-controversial matters.

**Responsibility for Final Decisions:**

- Responsible for own work.
- May assist or instruct others doing similar work.
- Tasks involve multiple procedures with interrelated processes or steps. Work involves choosing the appropriate option or procedure to follow and applying established rules and procedures.
- Some errors are readily detected in the normal course of work by standard check or crosscheck. Other errors may be detected within the department or section in which they occur, but may affect the work of others within the unit to trace errors and make corrections.

**Reports to:** Mechanical Shop Supervisor.

Work is performed independently on routine work; non-routine issues or questions are referred to the Mechanical Shop Supervisor. Completed work is referred to Mechanical Shop Supervisor and the Facilities Services Operations Manager for review.

**Education/Skill Requirements:**

- High school diploma or GED with 1-2 electrical experience.
- City or State electrical license.
- Valid driver's license.
- Ability to read and interpret diagrams and equipment operation manuals.
- Ability to read and understand written instructions and product labels.
- Ability to use power and hand tools.
- Knowledge of OSHA requirements and National Electrical Codes.
- Ability to perform basic math.
- Ability to complete work independently.

**Work Conditions:**

Work is performed in attics, basements, boiler rooms, classrooms, crawlspaces, dining hall, laboratories, offices, residence halls, restrooms, roofs and shop with frequent exposure to varied weather conditions, noise, dampness, electrical currents, dust, dirt, machinery, varied light intensity and chemicals.

**Work requires:**

- Continuous use of gears, knobs, levers, hand tools (screwdriver, testers, pliers, etc.) to repair, install and operate electrical units.
- Continuous use of hand and power tools such as auger, saw, pipe cutter, grinder, wrenches, hammer, drill, etc. to assist with other repair and mechanical maintenance.
- Daily climbing of stairs and ladders to reach lights and circuitry.
- Frequent walking and climbing stairs to access work sites.
- Continuous reaching, grasping, bending, stooping, kneeling, pushing, pulling, crouching, crawling, climbing, balancing, working overhead and twisting to access lighting and circuitry and to use, inspect, repair and maintain equipment.

- Occasional operation of forklift to move equipment.
- Frequent lifting to remove and transport fixtures, equipment and supplies up to 50 pounds and occasional lifting of items up to 100 pounds.

This position is subject to on-call rotation and call-back to perform emergency repairs.

*Stephens College offers excellent benefits including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and college paid pension plan.*

**To Apply:** Qualified applicants should submit a cover letter that addresses how your experience qualifies you to meet the responsibilities of the job, resume and names of at least three professional references to [humanresources@stephens.edu](mailto:humanresources@stephens.edu) and complete an on-line [Stephens College application.](#)

Must meet and maintain Stephens Driver Qualification and Vehicle Safety Policy. (arial 12)

*The successful candidate must pass a criminal background check.*

*EOE A diverse community on campus is valued*

**Smoke Free Campus**