



ELECTRICAL / HVACC TECHNICIAN

Job Description

Exempt (Y/N) : N

Date Prepared: June, 2014

Department: Building Maintenance & Janitorial Services

Supervisor: Facilities Maintenance and Construction Supervisor

Summary:

Plans layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment by performing the following duties.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

1. 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.
2. 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.
3. Measures, cuts, bends, threads, assembles, and installs electrical conduit.
4. Pulls wiring through conduit.
5. Splices wires by stripping insulation from terminal leads, twisting or soldering wires together, and applying tape or terminal caps.
6. Connects wiring to lighting fixtures and power equipment.
7. Installs control and distribution apparatus such as switches, relays, and circuit-breaker panels.
8. Connects power cables to equipment, such as electric range or motor, and installs grounding leads.
9. Tests continuity of circuit to ensure electrical compatibility and safety of components with testing instruments such as ohmmeter, battery and buzzer, and oscilloscope.

10. Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement.
11. Repairs faulty equipment or systems.
12. Cuts and welds steel structural members.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Uses intuition and experience to complement data.
- Design - Applies design principles; Demonstrates attention to detail.
- Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills - Assesses own strengths and weaknesses; Shares expertise with others.
- Oral Communication - Participates in meetings.
- Written Communication - Able to read and interpret written information.
- Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen - Understands business implications of decisions.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically.
- Organizational Support - Follows policies and procedures.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Develops realistic action plans.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Design software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations:

Must hold a valid driver's license and hold the appropriate licensing for serving as an electrician and commercial HVAC maintenance technician.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to stand; walk; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to fumes or airborne particles; outside weather conditions; extreme cold; extreme heat and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places and vibration. The noise level in the work environment is usually moderate.

Approved by _____

Date _____

JESAP Grade Assignment: _____

Date _____