

# JOB DESCRIPTION



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**Position Title:** Electrician – Senior Technician

**Department:** Facilities

**Employment Category:** Non-Exempt Staff

**Primary Location:** Douglas Campus  
Or Sierra Vista Campus

**FLSA Classification:** Non-Exempt

**Remote Work Eligible:** No

**Parameters:** 40 Hours / Week; 12 Months

**Pay Grade:** NE08

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**Position Summary:** The Electrician – Senior Technician is responsible for the installation, repair and maintenance of electrically powered systems and equipment, including distribution, control and emergency power systems. Responsible for the inspecting, planning, programming and implementing of the preventative maintenance electrical program.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Installs, maintains and repairs wiring, motors, transformers, generators, control circuits, lighting, appliances and other electrical systems; troubleshoots electrical issues using appropriate testing devices and hand tools; studies plans, drawings, specifications and work orders to determine work requirement and sequence of repairs and/or installations; takes appropriate electrical safety precautions and follows National Electric Code, as well as state and local building regulations

Develops, coordinates, establishes and executes an electrical preventative maintenance and corrective action program to ensure operational reliability of electrical equipment, distribution and control systems; evaluates efficiency of electrical components and systems and makes recommendation for operational and hardware changes; maintains appropriate stock inventory levels; standardizes products and hardware to ensure ready supply of materials, supplies and equipment

Oversees and maintains electrical services to assure safety and functionality; coordinates with supervisors and other department employees to ensure availability of facilities, and/or minimize disruption, during maintenance and repair activities; assists with assessing electrical loading needs for specific applications, various operational environments, as well as renovation and improvement projects; makes recommendations to address power supply shortfalls; receives notification of power issues, locates and determine causes of malfunctions or outages

Provides electrical support services for HVAC-R equipment and appliances, fire alarm and riser systems, surveillance and access control systems, irrigation control and grounds equipment, potable water and chlorination systems, computer and networking equipment; assists with electrical design and installation of electrical/data drops, cables, receptacles, switches and other related devices

Provides electrical support services for HVAC-R equipment and appliances, fire alarm and riser

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systems, surveillance and access control systems, irrigation control and grounds equipment, potable water and chlorination systems, computer and networking equipment; assists with electrical design and installation of electrical/data drops, cables, receptacles, switches and other related devices

Oversees and maintains emergency backup power systems to assure uninterrupted access and operation of telecommunication and data management systems, lighting, well and potable water systems, and network equipment and servers

Reviews construction, renovation and improvement project drawings for accuracy and scope of work, and recommends changes, as needed; determines necessary equipment, materials estimate, and work schedule ensuring timely completion and quality work; obtains quotes and development of bid specifications for capital projects

Oversees monitoring of contractor tradesman and vendors for performance and/or products used engage contractual services and monitor work in progress to ensure compliance with quality expectations and completion schedules

Responds to emergency calls, tasks and work orders, as assigned by supervisor

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college, and cooperate and work harmoniously with students, faculty, staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Associate's degree from an institution accredited by an institutional accrediting body of higher education recognized by the US Department of Education

Ten years related experience

Possesses an electrical certification related to the trade completed in an accredited Electrician School or workplace apprentice to Journeyman program

Valid Arizona drivers' license and ability to obtain clearance to drive under the college's insurance policy

*An equivalent combination of certification, education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of practices and procedures of the methods, materials and tools used in the electrical trade Knowledge of commercial building trade skills, including but not limited to, plumbing, carpentry and HVAC-R

Knowledge of preventative maintenance programs and computerized maintenance management software Skilled in maintenance and repair of low and high voltage electrical systems and equipment

Skilled in reading construction drawings and electrical schematics

Ability to follow written and oral instructions and to work from plans and specifications using

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methods and practices followed in the maintenance of tools, machinery, and equipment  
Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes  
Ability to work independently while contributing to a team environment  
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail  
Ability to use safety precautions in the maintenance and installation of electronics and mechanical equipment  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations

**Work Environment:** Work is primarily performed under limited supervision and may require working early morning shifts in a variety of climatic conditions. Work may result in exposure to potentially hazardous chemicals that could include, but are not limited to, cleaning agents, sanitizers, fertilizers, pesticides, and herbicides. Work may involve travel, early morning, evening, and weekend work.

**Physical Requirements:** Essential functions of this position require: manual dexterity, fine and large motor skills, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies.

Heavy work: Occasional lifting and carrying objects up to 75 pounds, Frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Buildings and Grounds Manager

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.