

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Electrician 1 (ELCT1)

I. JOB INFORMATION

Job Title: Electrician 1 (ELCT1)

Job Class: 75011 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under direct supervision, performs general interior and exterior electrical work to University owned or leased buildings and facilities.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Installs, troubleshoots, modifies, maintains and repairs electrical wiring systems, fixtures, controls and equipment such as electrical panels, conduit, motors, appliances, fans, transformers and equipment up to an including 480 volts. Tasks are associated with heating, air conditioning, and ventilation equipment and systems, fire and other alarm/emergency systems, elevators and/or switches, etc.**
- **Installs and maintains breaker panels and secondary electrical circuits for fluorescent lights, fire alarm systems, lamp fixtures, switches, computers, laboratory and office equipment and cafeteria equipment, etc. Measures, cuts, bends, threads and installs conduit of all sizes.**
- **Works from verbal instructions, blueprints and/or sketches. Determines type and amount of materials required and requests necessary acquisitions.**
- **Traces circuits to discover and eliminate shorts, ground, etc., in circuits, switchboards, panels, compressors, switches, etc. Makes necessary repairs to restore electrical circuits and equipment to operating condition. Operates forklift as necessary.**
- **Assists in the installation and maintenance of fire alarm systems.**

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or equivalent, a two year advanced vocational/technical commercial electrician education and one year of full-time experience as a skilled commercial electrician; OR a high school diploma or equivalent, and three years of full-time experience as a skilled commercial electrician is required. Knowledge of standard practices, materials and tools, a good working knowledge of the National Electric Code and Ohio Building Code, and an understanding of the occupational hazards and general safety considerations inherent to the electrician trade are

required. Must be able to read, write and comprehend common vocabulary. May be required to read, interpret and work from blueprints, sketches, wiring diagrams, plans, layouts and/or templates.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. Exposure to toxic gas, chemicals, high pressure gases, dangerous machinery, fumes and contact with insulation, dust particles and asbestos, and danger of electrical shock may exist. Employees will be required to wear protective clothing and/or respiratory equipment when conditions warrant. Note: If a respirator is required for duties specific to this job, an annual respirator fit test and physical examination will be required. Any combination of overtime, shift work, weekend and holiday work may be required. This position may be designated as essential and/or the employee may be required to provide a means to be contacted during non-duty hours for emergencies.

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must currently have possessed a valid U.S. driver's license for at least one year*.

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.