

*Wright State University*  
**BARGAINING UNIT JOB SPECIFICATION**  
*Electrician 2 (ELCT2)*

**I. JOB INFORMATION**

**Job Title: Electrician 2 (ELCT2)**

**Job Class: 75012 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Under general direction, performs general interior and exterior electrical work to University owned or leased buildings and facilities. Provides work direction and training to Electricians and other trades.

**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.**
- **Directs the daily work, training and orientation of other Electrician Assistants and/or other trades. Instructs and inspects work of Electrician Assistants and or other trades for accuracy and proficiency.**
- **Reviews the scope of electrical projects (including minor construction projects) and estimates parts/materials needed, other project costs, labor hours, staffing needs, etc., to complete in timely manner and recommend such to management and/or the University electrical engineer.**
- **Performs periodic inspections of installed systems, accessories and components to assure safe and serviceable conditions. Initiates corrective action when discrepancies are discovered. Operates forklift as necessary.**
- **Compiles data and statistics, and prepares reports. Analyzes and makes recommendations on information for management decision-making.**
- **Assesses, analyzes and recommends new methods and technology for enhanced electrical operations.**
- **Assists in the installation and maintenance of fire alarm systems.**

- **Orders and maintains supplies. Provides customers with material samples and recommendations on material choices to meet customer needs. Determines material costs and purchases materials for project completion.**
- **Coordinates with other workers as needed to complete electrical work within the overall scope of multi-trade projects.**

*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, two years advanced vocational/technical commercial electrician education and two years of full-time experience as a skilled commercial electrician; OR a high school diploma or equivalent, and five 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 in 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\*.
- A Forklift Operator license/certification is required within sixty (60) days of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or promotion. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more

than one year after entry into the position, the affected employee shall be separated from the University.

\*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.*