

*Wright State University*  
**BARGAINING UNIT JOB SPECIFICATION**  
*Electrician (ELECT)*

**I. JOB INFORMATION**

**Job Title: Electrician (ELECT)**

**Job Class: 75089 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Perform skilled electrical work in the installation, repair, and maintenance of electrical equipment and systems. Maintain, repair, modifies, troubleshoots and installs both new and existing electrical systems at a journeyman level on commercial and inst

**V. PRIMARY DUTIES AND RESPONSIBILITIES**

- **Performs electrical work for the layout, installation, and maintenance of electrical power systems, both inside and outside, including underground, overhead and building wiring, substations, transformers, protective devices, breakers, switches, panels, fuses, controls, and related wiring devices. Must be able to install and maintain all types of wiring methods, devices, appliances, cables, wires, controls, batteries, emergency systems, computer terminals, special circuits, recorders, clocks, timing devices, lighting, fire and smoke detectors, monitoring devices, scoreboards, generators, transformers, buss systems, controllers, contractors, safety switches, lightning arresters, electric eyes, motors, motor control circuits, motor control centers and controls.**
- **Installs and maintains necessary wiring for fan systems, air handling units, refrigeration and cooling equipment, steam generation, boilers, heating equipment, exhaust handlers, equipment controls, alarm devices, main power to elevators.**
- **Perform emergency repairs on kitchen equipment, pumps and controls of all types, overhead door operators, push buttons, ground fault devices, signal devices and wiring, electronic equipment, and outside and inside lighting of all types.**
- **Replaces light bulbs and fixtures in high locations which require use of cherry picker or manlift; repairs extension cords and installs temporary wiring, as required.**
- **Performs periodic inspections of electrical systems and equipment to ensure safe and serviceable conditions.**
- **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.**
- **May drive vehicle to pick up and deliver personnel and materials and operate motorized vehicles and equipment. Operates fork lift as necessary.**
- **May assist other skilled tradespersons. May train and direct student employees in proper electrical procedures.**
- **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.**
- **Develops list of material and equipment required for projects. Obtains prices for those items. Estimates the amount of labor required for each project. Develops written project estimate.**

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

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

High school diploma or equivalent. Completion of formal electrician apprenticeship training program, or joint vocational school electrical training program and four (4) years' full time experience, or a minimum of five (5) years full time skilled electrical experience (or equivalent training or experience which provides comparable knowledge, skills, and abilities). Must be able to calculate basic math, including fractions, decimals and percentages. 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**

Exposed to high voltage, dust, dirt, loud noise, fumes, chemicals, odors, heights, potentially dangerous equipment (e.g. blow torches), and variable temperatures and weather conditions; requires considerable physical exertion to include frequent lifting o

#### **VI. WSU TESTING/EXAMINATIONS REQUIRED**

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required. WSU Electricians/WSU testing is 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.*