

WRIGHT STATE UNIVERSITY
Bargaining Unit Job Specification
Facilities Maintenance III – Electrician

I. JOB INFORMATION

Job Title: Facilities Maintenance III – Electrician (MWK3E)

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

Specialized 90%

- **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 Electricians and/or other trades. Instructs and inspects work of Electricians 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.**
- **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.

Generalist 10%

- This position involves repairing, installing, and maintaining various building systems and equipment, including electrical, roofing, flooring, plumbing, furniture, and office equipment.
- Responsibilities also include managing inventory, moving furniture, operating machinery for loading/unloading, and ensuring equipment and supplies are well-maintained.
- Other tasks involve assisting with minor construction projects, HVAC repairs, and performing daily inspections and preventive maintenance.
- Additionally, the role involves planning, designing, estimating projects, and coordinating with other workers as needed.
- Training and instructing other maintenance staff is also part of the job, along with ordering and maintaining supplies.
- Effective communication and problem-solving skills are essential, along with the ability to work independently and establish good working relationships.
- Utilization of technology such as iPads for reporting and accessing schematics is also required.

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

Duties in this classification may also include duties of Facilities Maintenance I & II

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. Must be able to calculate basic math, including fractions, decimals and percentages. Must be able to read, interpret and work from blueprints, sketches, wiring diagrams, plans, layouts and/or templates. A current State of Ohio electrical license must be in place and valid is mandatory for this position.

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 will be required before original appointment. An annual physical exam may be required. Maintenance/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 Core 4 operator license/certification (Forklift Operator – Aerial Lift – Scissor Lift – Boom Lift – Rough Terrain Fork Lift) is required as part of your employment at the University. The University will provide the certification/training. Failure to obtain said license/certification when provided by the University 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.
- OSHA 30-hour certificate/license required within (180) days. Failure to obtain said license/certification when provided by the University 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.
- A current State of Ohio electrical license must be in place and valid is mandatory for this position.

*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.