

JOB INFORMATION

Effective Date	4/4/2023
Job Code:	6537
Job Title:	Electrician
Salary Grade/Structure:	190 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	Trades
Job Summary	The Electrician position provides electrical installation, maintenance and repair to all facets of the university building infrastructure to ensure, safe, reliable power for all requirements. Responds to emergencies on weekends and holidays and after hours while ensuring prompt communications to employees and supervisors. Serves as a member of the campus hurricane ride-out crew. Hours: Monday – Friday 7:30 a.m. – 4:00 p.m.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
High School Diploma or GED		Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Five years of institutional or construction electrical experience in voltages up to and including 13,200 volts	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Electrical certificate from an accredited electrical apprenticeship or vocational school. Licensed as a Journeyman Electrician		Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Licensed as a Master Electrician		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Ability to diagnose failures in motors and determine corrective measures.	Skilled
• Must be able to read and understand electrical blueprints and schematics.	Skilled
• Knowledge of the national electrical code and local codes, and the ability to incorporate them into design and work.	Skilled
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• Knowledge of differing electrical test equipment and the ability to interpret the results.	Skilled
• Ability to update electrical as built drawings.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Troubleshoot and repair all electrical systems as needed.	25%
• Repair and maintain all interior lighting and receptacle panels, contactors, breakers and motor starters.	20%
• Maintain all outside lighting and timer systems.	20%
• Assists with planning, estimating, and ordering electrical materials for new projects and repair needs.	5%
• Assists with estimates of construction cost of electrical materials for projects.	5%
• Safe work practice, take care of work vehicle and all tools. Keep tools and vehicle clean.	5%
• Conduct load analysis and provide recommendations for proper balance of loads, increased requirements, and future consideration.	5%
• Maintain material bench stock levels in material control and in truck stock.	5%
• Provide guidance, direction, and training to electrical helpers for optimum productivity.	5%
• Other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Labor

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	
Crouching					X	
Crawling					X	
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking					X	
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet			X		
Noise					X
Hazards					X
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Travel Requirements

Estimated Amount	Brief Description