

Job Description

Position Title: Trades Specialist 3, Electrical

Job Family: Facilities

Job Type: Support & Service - Senior

FLSA Status: Non-Exempt

Salary Grade: 05

Position Summary:

The Electrical Trades Specialist 3 performs journeyman level electrical installation, maintenance, and repair. Maintains and repairs all electrical systems in educational facilities including emergency backup generators, fire life safety systems, intrusion, and card access systems. Maintains the College's electrical systems and equipment following electric codes, standards, and regulations. Serves as electrical consultant to facility, staff, administrators, and contractors. Inspects all work done by electrical contractors to assure compliance to College standards.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Performs complex technical operations including electrical maintenance, repair, and installation to maintain the reliability and integrity of electrical distribution systems.
2. Evaluates project work. Inspects work performed by contractors, and other college employees. Evaluates procedures and methods related to National Fire Protection Association.
3. Inspects the contracted work and work installed in-house to ensure College standards are met on completion of a project. Inspects and services facilities electrical structure, high and low voltage electrical systems, and all systems associated within the scope of the electrical system of work.
4. Provides Journeyman level expertise, responding to work orders for repair of college electrical systems and equipment on a 24-hour basis as needed. Responds to emergencies when they arise at the facility.
5. Ensures assigned staff and contracted personnel provide high-quality work using college standards and enforces timeliness expectations.
6. Interprets, diagrams, schematics, and blueprints for project management assignments and construction projects. Assists project manager planning in consideration of existing power factors. Ensures all work planning and applications will be accordance with National Electric Code (NEC) and college specifications.
7. Interprets diagrams, schematics, and blueprints for assignments and construction projects. Assists project managers in planning with regard to existing power factors.
8. Troubleshoots electrical, fire, and security systems and diagnoses urgent technical problems. Schedules specialist in areas of dissimilar systems.
9. Updates training in the fields of electrical, fire alarm, security, and access systems to keep up with industry changes. Provides support to all other trades within college facilities.
10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
2. Skill in effective communication (both written and oral)
3. Skill in independent decision making
4. Skill in performing a variety of duties, often changing from one task to another of a different nature
5. Skill in problem solving
6. Skill in electrical maintenance
7. Ability to adapt and maintain professional composure in emergent and crisis situations
8. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Vocational or technical training in electrical work.
- Three (3) to five (5) years of related journey level trade experience required.
- Five (5) to eight (8) years of related journey level trade experience preferred.
- Journeyman Wireman Certification State of Arizona

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties, including: traversing uneven surfaces, ascending/descending ladders, and working atop high surfaces; to move, transport, and/or position moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment background check
- DMV Check/Current and Valid AZ Driver's License
- On-call rotation duties
- Some evening or weekend work hours