

Job Title: Electrical Specialist
Compensation Rate/Grade: Grade 6
Department: Facilities Services
Updated: January 2020

Essential Functions:

- Install service and repair all types of electrical components including motors, relays, switches, lighting, receptacles, circuit panels, breakers and many other types of related electrical devices.
- Operate man lift equipment and scaffolding.
- Work with other maintenance personnel.
- Estimate time, material and budget requirements for assigned work and projects.
- Follow work assignments, instruction, labeled information and softex standards independently.
- Apply all applicable electrical codes, rules and regulations.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Commit to being assigned as an essential employee, meaning you may be required to work when others are excused.
- Use of technology, such as email, smart devices (ex: iPad, iPhone), work order system/programs.
- Attend to Facilities Services related emergencies when necessary.
- Enforce and support policies established by the Facilities Services leadership.
- Work with and lead the activities of student staff.
- Attend safety meetings and other related meetings.
- Perform other related duties as required.

Required Qualifications:

- Valid State of Michigan Journeyman Electrical License or obtained within 180 days of the start of employment.
- Ability to understand and repair all types of electrical circuits and other system components.
- Demonstrated interest and experience in all building electrical systems maintenance as needed to perform the essential functions listed below.
- Willingness to assist campus architects and engineers in the development of remodeling, retrofit and new construction projects. An understanding of schematics, blueprints, and applicable codes.
- An understanding of accepted safety practices in the performance of electrical trade activities.
- Possess strong verbal and communication skills.
- Complete lift training and obtain certification, as provided by the university.
- Satisfactory past work performance and work record.
- Strong interpersonal communication skills.
- Demonstrated ability to work with minimum supervision.
- Willingness to work off shifts, holidays and overtime as necessary.
- Valid driver's license with acceptable driving record.

Preferred Qualifications:

- Six years of electrical experience.

Physical Demands:

- Ability to lift up to 70 lbs.
- Work at heights up to 70 feet in confined spaces and during inclement weather.
- Ability to perform manual labor, including bending, twisting, stooping and reaching as needed.

- Ability to work outdoors and/or in unairconditioned buildings, at university events, as required.
- Perform work duties/responsibilities for extended periods of time (approximately 12 hours/day) even during inclement weather.
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.