JOB DESCRIPTION

Electrician

Definition of Class
This is a non-supervisory position that responds to the Electrical Shop Supervisor. Constructs, installs, maintains, and repairs electrical appliances, systems, facilities and related electronic controls and devices in accordance with blueprints, specifications, established practices, and pertinent state and local electrical codes; makes work assignments; reviews work of lower rated employees; assists in training new personnel.

Examples of Work Performed
Prepares layout, assembles and installs wiring in University buildings and outside electrical distribution systems in accordance with blueprints, specifications, established practices and pertinent state and local electrical codes.

Installs, maintains and repairs electrical appliances and equipment such as ranges, ovens, incubators, autoclaves, centrifuges, washers, dryers, lamson systems, microfilm machines, compressors, generators, pumps, lighting equipment, carrier systems, timing devices, steam and electric heating units, exhaust systems, smoke detectors, fire alarms, clock and bell systems, stoves, freezers, vacuum cleaners, hypothermal units, humidifiers, buffers, strippers, thermostats and electrical systems of furnaces and boilers. Set up and operates public address systems as directed.

Diagnoses and corrects electrical system and equipment malfunctions, tests, adjusts, sequences, synchronizes and aligns such systems and equipment as AC and DC power supplies, main power control panels, motors, generators, circuit breakers and relay panels.

Determine methods and sequence of operations required to locate, design, install, test, repair and modify electrical systems and equipment by interpreting blueprints, wiring and schematic diagrams and following technical, verbal and written instructions.

Provides technical guidance and direction to lower rated personnel.

Works all power outages as well as scheduled athletic events and concerts.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Plans layout of wiring and installs wiring, conduit, and electrical apparatus in buildings.

2. Installs, maintains, and repairs electrical systems, apparatus and electrical components of industrial machinery and equipment.

3. Interprets blueprints, wiring, and schematic diagrams and technical instructions.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of
related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up more than 100 pounds.
- **Vision:** Requirements of this job include close vision and color vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this position, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tool or controls; stoop, kneel, crouch or crawl; and reach with hands and arms. The incumbent is frequently required to sit.
- **Taste/Smell:** Ability to use the sense of smell to recognize and distinguish odors. Ability to use the sense of taste to recognize and distinguish flavors.

**Experience/Educational Requirements:**

- **Education:**
  High School Diploma or equivalent (GED).

  AND

- **Experience:**
  Four (4) years of experience related to the above described duties.

- **Licensure:**
  Must obtain a valid Class D driver's license within the first 6 months of employment.

**Background Check Requirements**
This position requires a background check upon hire.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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