Job Title: Trades Worker III – Electrician
Reports to: Supervisor, Maintenance and Site Utilities
FLSA Status: Non-Exempt
Level: 117
Position Class: C9904

Job Summary:
Plans layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment by performing the following duties.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes.

2. Follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring.

3. Measures, cuts, bends, threads, assembles, and installs electrical conduit. Pulls wiring through conduit. Drills holes for wiring and pulls or pushes wiring through opening.

4. Installs control and distribution apparatus such as switches, relays, and circuit-breaker panels. Connects power cables to equipment, such as electric range or motor, and installs grounding leads.

5. Tests continuity of circuit to ensure electrical compatibility and safety of components with testing instruments such as ohmmeter, battery and buzzer, and oscilloscope.

6. Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement.

7. Repairs faulty equipment or systems.

8. Connects wiring to lighting fixtures and power equipment.
9. Performs the Department’s electrical preventive maintenance.

10. Performs General maintenance work as assigned.

11. Performs other duties as assigned.

**Job Qualifications:**
The requirements listed below 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.

- **Education/Experience:**
  High School diploma or general education degree (GED) and completion of additional training at technical school and five or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills**
  To perform this job successfully, an individual should have basic knowledge of word processing software. Within three months of hire must be able to use College e-mail, Internet and other College required software.

- **Certificates and Licenses**
  Journeyman’s Electrical License
  Valid Florida Driver’s License

**Responsibility for People and Property:**
This position is responsible for tools and supplies.
Responsibility for Communication:

- **Internal Contacts**
  This position has frequent contact with State College of Florida, Manatee-Sarasota staff.

- **External Contacts**
  This position has frequent contact with vendors and occasional contact with fire inspector and safety inspector.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; risk of radiation and vibration.

The noise level in the work environment is usually loud.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity and reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move less than 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Service Excellence: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

   **RESPECTFUL**
   - Act in a courteous manner
   - Actively listen to gain full understanding
   - Demonstrate awareness of “everything speaks”
Show empathy and caring

RESPONSIVE
Approach people in an inviting and pleasing manner
Take ownership of actions and decisions
Plan, anticipate, and be forward thinking
Answer and return phone calls and emails
Use proper communication etiquette
Banish the phrase “not my job”
Provide assistance to all inquiries and follow through

ACCURATE
Do it right the first time
Be knowledgeable of product and how it interfaces with others
Ask probing questions
Use resources effectively and efficiently

COLLABORATIVE
Participate in teams
Develop team skill sets
Learn available resources to be responsive to your constituents
Develop internal and/or external connections

Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

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4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthy working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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