Job Title: Trades Worker II – Electrical  
Reports to: Supervisor, Maintenance Operations  
FLSA Status: Non-Exempt  
Level: 114  
Position Class: C9905

Job Summary:  
Assists Electrician to install and repair electrical wiring, fixtures, and 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. Measures, cuts, and bends wire and conduit. Assists in lifting, positioning, and fastening objects such as wiring, conduit, and motors.

2. Gathers tools and supplies to be used at work site.

3. Drills holes for wiring and pulls or pushes wiring through opening.

4. Traces out short circuits in wiring.

5. Performs minor repairs such as replacing fuses, light sockets, bulbs, and switches.

6. Maintains tools and equipment and keeps supplies and parts in order.

7. Disassembles defective electrical equipment, replaces defective or worn parts, and reassembles equipment.

8. Cleans work area, machines, tools, and equipment. Performs other routine duties.

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 two years’ related experience, or one year related certificate from a college or technical school and one or more years’ experience.

• **Supervisory Experience:**
  This job has no supervisory responsibilities.

• **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondences. Ability to speak effectively before groups of customers or employees of the College.

• **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 apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in standardized situations.

• **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 and other College required software.

• **Certificates and Licenses**
  No certificate required. Some completion of electrical education preferred.

**Responsibility for People and Property:**
This position is responsible for tools and supplies at an estimated value of $5,000.00.

**Responsibility for Communication:**
• **Internal Contacts**
  This position has routine contact with State College of Florida, Manatee-Sarasota staff.

• **External Contacts**
  This position has frequent contact with suppliers.

**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 stand, use manual dexterity, reach with hands and arms, and talk or hear. The employee is frequently required to walk, climb, or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 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

3. 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.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful 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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