

University of Houston – Clear Lake

Position Description

Job Title: **Electrician Helper**

Job Code: **6538**

Pay Grade: **070**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High School diploma or GED.	
Experience		
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Assists electrician in the installation and repair of electrical wiring, fixtures and equipment. Gathers tools and supplies to be used at the worksite according to instructions. Assists in lifting, positioning, fastening objects such as wiring, conduit and motors. Maintains tools and equipment and keeps supplies, parts and shop clean and orderly. Other duties as assigned.

Duties and responsibilities	% Time
Gather tools and supplies to be used at work site, according to instructions.	20
Performs minor electrical repairs, such as replacing fuses, light sockets, bulbs and switches.	20
Measures, cuts and bends wire and conduit, using ruler and hand tools.	15
Maintains tools and equipment and keeps supplies and parts and shop in order.	15
Drills holes for wiring and pulls or pushes wiring through opening.	10
Assists in lifting, positioning and fastening objects, such as wiring, conduit and motors. May be assigned to serve on special task force during periods of emergency, such as floods, hurricanes, storms, etc.	10
Other duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.