

University of Houston – Clear Lake

Position Description

Job Title: **Electrician**

Job Code: **6537**

Pay Grade: **190**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High School diploma or GED.	
Experience	Five years institutional or construction electrical experience in voltages up to and including 13,200 volts.	
License/Certification	Electrical certificate from an accredited electrical apprenticeship or vocational school. License as a Journeyman Electrician.	

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

POSITION SUMMARY

Provide electrical installation, maintenance and repair to all facets of the university building infrastructure to ensure, safe, reliable power for all requirements.

Duties and responsibilities	% Time
Perform P/M on all electrical circuitry.	25
Repair and maintain all lighting and receptacle panels, contactors, breakers and motor starters.	20
Maintain all outside lighting and timer systems.	20
Plan, estimate, and order electrical materials for new projects and repair needs. Estimate construction costs for small construction requirements. Update any changes to electrical as-built drawings.	15
Conduct load analysis and provide recommendations for proper balance of loads, increased requirements, and future consideration. Maintain material bench-stock levels in material control and in truck stock.	10
Provide guidance, direction, and training to electrical helpers for optimum productivity. Evaluate lumens or foot candles at working surfaces for proper lighting throughout the university.	10

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