

University of Houston – Clear Lake

Position Description

Job Title: **Lead Electrician**

Job Code: **6542**

Pay Grade: **200**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Ten years institutional or construction electrical experience in voltages up to and including 13,200 volts.	
License/Certification		

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
Repair and maintain all lighting and receptacle panels, contactors, breakers and motor starters. Prioritizes and coordinates all electrical activities of the electrical personnel and provides instruction and support.	30
Perform preventative maintenance on all electrical circuitry.	20
Update any changes to electrical documentation and as-built drawings. Conduct load analysis and provide recommendations for proper balance of loads, increased requirements and future consideration. Maintain material benchstock levels in material control and in truck stock.	15
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. Plan, estimate and order electrical materials for new projects and repair needs.	15
Coordinate with EMS Technician for the installation and repair of all Building Automated Systems (BAS). BAS controls all the HVAC equipment and devices.	10
Design the electrical portion of new projects and renovations and inspect to ensure correct installation by in-house or contract personnel for NEC compliance.	10

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