

Head Electrician

Job Code 00007156

General Description

Responsible for supervising the maintenance and construction of university electrical systems.

Examples of Duties

Train, direct, and supervise staff.
Ensure efficient operations of electrical systems and equipment.
Perform needed equipment/supply repairs.
Maintain and/or restore power to buildings and equipment.
Operate university vehicle.
Perform preventative maintenance.
Install various supplies/equipment.
Plan and provide estimates on electrical circuitry.
Inspect and insure proper operation of elevators.
Perform underground electrical work.
Assist in removal of personnel trapped in inoperative elevators.
Terminate/slice/connect distribution wiring.
Repair or modify existing equipment.
Build specialty items such as supports and frames.
Prepare and maintain reports, forms, and documents.
Check water levels in areas containing high voltage.
Pump out water and make necessary repairs to faulty pumps.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: basic mechanical concepts; relevant outside agencies; construction and safety standards, laws, codes, regulations; lubricants, hydraulic oil, transformer oil, gasoline, diesel fuel, cleaners, and related chemicals; university lighting systems; operating a computer; all Texas State buildings and equipment located outside of buildings; materials, methods, equipment and tools used for electrical maintenance; intermediate math.

Skill in: effectively directing the work of others and motivating output; working as a team member on most tasks of job; interacting courteously with often hostile members of the public; establishing rapport with a variety of clients; supervising; prioritizing workload; problem solving and decision making.

Ability to: read and understand product schematics, wiring diagrams and procedures, technical manuals, blueprints, logs, safety procedures, written job instructions; complete simple supply request forms, time slips, and telephone messages; troubleshoot

equipment/system problems; repair and maintain electrical equipment; explain technical material to lay persons; troubleshoot; work under pressure.

Educational Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Must have a State of Texas Journeyman Electrician License.