

Job Description

Position Title: Electrical Trades Specialist 2

Job Family: Facilities

Job Level: Support & Service - Intermediate

FLSA Status: Non-Exempt

Salary Grade: 04

Position Summary:

The Electrical Trades Specialist 2 schedules, performs, and completes a wide variety of electrical work duties. Coordinates services with manager, faculty, staff, vendors, and inspectors. Performs electrical services and repairs for various campuses to optimize use of electrical systems and equipment.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Performs preventative maintenance of all electrical equipment including switchgear, panel boards, main distribution panels, disconnects, variable frequency drives, motor control centers, generators, automatic transfer switches and fire alarm panels.
2. Monitors, inspects, tests, and repairs interior, exterior, and site lighting. Retrofits or replaces fixtures as needed to update lighting per National Electric Code and abiding to city lighting ordinances.
3. Coordinates, conducts, and assists with outside vendor work and equipment installation as needed.
4. Completes electrical projects in various programs with the assistance of other trades maintenance functions.
5. Maintains and adjusts the Famis360 facilities maintenance program for operating, scheduling, and tracking systems.
6. Serves as first line of onsite action for any campus electrical product.
7. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
2. Skill in effective communication (both written and oral)
3. Skill in performing a variety of duties, often changing from one task to another of a different nature
4. Skill in electrical maintenance
5. Ability to adapt and maintain professional composure in emergent and crisis situations
6. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures and may set priorities and organize work within general guidelines established by supervisor/manager.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Vocational or technical training in electrical work preferred.
- One (1) to three (3) years of electrical experience required.
- Three (3) to five (5) years of electrical experience preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties, including: traversing uneven surfaces, ascending/descending ladders, and working atop high surfaces; to move, transport, and/or position moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- On call rotation duties
- Some evening and weekend work hours