



Position Title:	Part-Time Electrician IV	Job Code:	8407-00E
Reports To:	Electrician V	Job Group:	Class-R
Department:	Facilities Management	Salary Grade:	CO
Prepared By/Date:	Andres Baena/01-07-2011	FLSA Status:	Non-Exempt
Approved By/Date:	Marvin Francisco/03-29-2011		
Revised:	Elaine Spence/03-29-2011		

Summary:

This is skilled work in the installation, maintenance and repair of College electrical systems and their related components. Electrician IV works under the guidance of an Electrician V, or assignee and in accordance with the standard practices of the electrical trade. The work is inspected and reviewed upon completion for compliance with building codes and specifications.

Essential Duties & Responsibilities:

- Performs tasks by using safe practices of the electrical trade, standard tools and materials
- Operates power driven and manually operated equipment and tools
- Installs, maintains and repairs electrical distribution systems such as transformers, panel boards, raceways and wiring devices
- Installs, maintains and repairs power and lighting systems
- Installs, maintains and repairs control circuits supporting energy management and other devices operating on electricity
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Considerable knowledge of trade tools and occupational hazards, safety precautions, local codes to the trade are essential
- Ability to read, write and understand oral and written instructions
- Ability to follow instructions relating to work assignments that may be oral or written and may be accompanied by sketches or blueprints
- Ability to use electronic mail, web based trouble report systems, PDA and C.M.M.S software and computer based energy management system
- Ability to work and communicate in a multi-ethnic/ multi-cultural environment, travel in county and be willing and able to work any shift, weekends and holidays, perform on-call and respond to after-hour emergencies

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is physical work that requires the following activities: sitting, standing, walking, bending, kneeling, crouching, twisting, stooping, reaching, finger dexterity, grasping, feeling, repetitive motions, talking, hearing, and visual acuity. Must be able to lift/carry, push/pull up to 50 lbs over a distance of 20 feet, and work from heights and in areas where climbing a ladder is required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

- High school diploma or equivalent
- A minimum of three (3) years diversified experience in the electrical trade and a valid journeyman’s license
- A maintenance license may be substituted for the journeyman’s license if applicant is an in-house Miami Dade College employee
- Must possess a valid driver’s license and be able to travel to any campus
- This is a district position requiring the individual to work on all campuses

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name