



ALLENTOWN, PA

Position Title: Electrician
Supervisor: Lead Tradesworker or designated Supervisor
Classification: Service Personnel (non-exempt), full-time, 40 hours/week

The Electrician position is responsible for the installation of new and/or modified electrical wiring and devices, including but not limited to: troubleshooting, shop fabrications, predictive and preventive maintenance, inspections, test operations, service, repairs or replacement. Participate in the design of assemblies, systems, equipment and/or controls, electrical and/or mechanical. Evening and weekend work will be scheduled from time to time. All trade positions are essential personnel and may be called out 24 hours a day to make needed repairs.

Characteristic Duties & Responsibilities:

- A. Tests, repairs, installs and/or maintains various types of electrical systems and equipment, ensuring proper maintenance and functioning while conforming to specifications and local electrical codes.
- B. Troubleshoots electrical and related equipment, such as motors, generators, transformers, wiring, switches, fire alarm systems, and control equipment by using testing instruments and reading schematics, diagrams and outlines to identify and correct operational problems. Tests electrical equipment such as generators and heaters for the purpose of determining safety and efficiency.
- C. Prepares sketches to identify the location of all wiring and equipment, or follows previously prepared diagrams and drawings to insure that concealed wiring is installed prior to the completion of future walls, ceilings and floorings.
- D. Observes and/ or inspects the functioning of installed equipment or systems to detect hazards and need for adjustments, relocation or replacement, and repairs faulty equipment or systems as required.
- E. Performs preventative maintenance tasks on electrical equipment, such as generators, lighting and fire alarm systems.
- F. Inspects circuits and wiring for grounding, and repairs or rewires systems in accordance with building codes and safety regulations.
- G. Operates and maintains motors, generators, testing switchboards and power panels in good order to avoid malfunctioning. Plans and installs electronics, wiring, and HVAC equipment, systems, controls, etc., to meet campus needs.
- H. Orders parts, equipment, hardware etc.; salvages and returns to inventory parts from outdated equipment to maintain inventory.
- I. Performs a variety of miscellaneous duties such as testing and charging storage batteries; reads electric meters and records meter readings; cleans and lubricates electrical machinery and equipment. Related duties may also include reviewing technical literature to keep abreast of developments in the field; resetting fire alarm systems; deciding when to kill main

electrical power supply in an emergency; setting up, breaking down and/or moving staging; drafting schematics, diagrams and outlines.

- J. Responds to after-hours emergencies.
- K. Performs other duties as assigned.

Qualifications:

1. A High School diploma including technical/vocational courses or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is required. Education and training in electrical can be through documented experience and/or professional development through an accredited technical program.
2. Employee must possess five years' experience in a comparable position or related experience in a College/university, hospital or large building complex, including a minimum of two years performing installation, trouble-shooting, and repair of electrical systems.
3. Ability to interpret prints, schematics, wiring diagrams, flow charts and written descriptions of functions and project requirements.
4. Experience working with addressable fire alarms and electronic door access systems preferred.
5. Must possess excellent communication skills and ability to interact in a positive manner with the campus community, including students, building managers, academic personnel, and craft personnel, in a multicultural environment.

Requirements:

1. PA state driver's license is required
2. Subject to local, state, and federal background check

Physical Requirements:

- 8 hours on feet
- Must be able to use both hands for simple, firm grasping and for fine manipulation.
- Must be willing to work at heights (20 ft. or higher) off scaffolding, ladders, and operate aerial reaches and high lifts.
- Must be able to bend, squat, crawl, reach above shoulder level, crouch, kneel, balance, push and pull loads.
- Ability to operate electrical machines, equipment, and other hand and/or power tools needed to perform skill-related job tasks.
- Ability to distinguish colors and use color codes effectively.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as limiting the specific duties and responsibilities of any particular position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Muhlenberg College is an Equal Opportunity Employer. All employees are expected to support Muhlenberg's commitment to function as a diverse, caring, inclusive community.