

RANGE N05

**JTC NO. P78
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Master Electrician

DATE PREPARED: Fall 2007

DATE REVISED: Summer 2012; Summer 2014; Spring 2015; Fall 2016

GENERAL SUMMARY:

Serves as the master electrician for the assigned location(s). Oversees, assists and provides technical training and responsibility for all electrical work as assigned, including project estimates, contractor coordination, project management and tracking work orders.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Inspects and supervises work of lower level electricians and sub-contractors; ensures adherence to electrical codes.

Repairs and replaces defective parts in motors, motor starters, relays, alarms electrical circuits, equipment and appliances.

Responsible for the installation of electrical circuits, lighting, distribution panels, feeder cables, rough-ins, trim outs, etc.

Perform safety inspections, and stay current on state and local electrical codes and changes.

Manages the computerized ECM (Energy Conservation Measures) and UPS (Uninterrupted Power Supply) systems. Prepares technical reports derived from such systems.

Responsible for electrical projects at new construction sites.

Requisitions materials necessary for work orders, and estimates time and materials costs on electrical projects.

Develops, oversees and continually refine electrical preventive maintenance program.

Troubleshoot electrical systems: diagnose/analyze/repair electrical system shorts/burnouts; restore power; ensure safety.

Performs temporary electrical hook-ups for special events.

Responds to routine and emergency calls for repair and service.

Inspects fire alarm system pull stations; troubleshoot system in response to calls.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

Installs new panels, circuits, conduits, light fixtures, etc., to service newly constructed offices/classrooms.

Works from electrical blue prints, technical manuals and tests equipment to troubleshoot and make repairs.

Serves as lead electrician and provides guidance to journeymen, apprentice and electrician helpers.

Follows all safety, policy and procedures; reports any safety hazards.

Conducts customer service and safety training sessions for electrical/maintenance unit employees.

Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

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.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Associates degree plus two years in the electrical field and a master's electrician license certificate **or** graduation from high school or G.E.D. certificate plus six years of experience in the electrical field and a master's electrician license certificate.
- Must be able to read and write, distinguish between colors, and work from elevated heights (ladders, scaffolding, etc.).
- Advanced knowledge of electrical safety practices.
- Ability to use electrical hand/power drills, saws, conduit benders, voltmeters, etc.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS: - continued

- Must be able to read blueprints/schematics and work with electricity.
- Critical thinking, problem solving and troubleshooting skills.
- Thorough knowledge of electrical codes.
- Ability to utilize computer technology in order to operate and manage computer based electrical systems.
- Ability to communicate effectively and courteously with individuals from diverse backgrounds.
- Must possess a valid driver's license and a Master Electrician License from the State of Texas to meet requirements of both state and local city codes.
- Strong knowledge and experience providing effective customer service.
- Proof of certification will be required.
- Official transcripts will be required.
- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***