Electrician
Facilities Department

Stephens College is seeking a full-time Electrician to perform construction, installation, maintenance and repair of electrical systems, equipment and fixtures. Assist with other duties related to repairs and mechanical maintenance.

Responsibilities:

1. Maintains all electrical systems and power supply throughout campus, including:
   - high-voltage underground and overhead systems, including transformers.
   - low standard voltage.
   - standard voltage, switchgear, panels, feeders and branch circuits.
   - fire alarm system.
   - smoke detectors.
   - campus clock system.
   - all campus lighting.
   - various types of electrical equipment.

2. Performs installation and repair of wiring, electrical fixtures and systems by:
   - reviewing diagrams and/or existing electrical systems.
   - measuring, cutting, bending, threading, assembling and installing electrical conduit using tools such as hacksaw, pipe threader, and conduit bender.
   - pulling wire through conduit with assistance.
   - splicing and termination of wires using standard industry tools.
   - connecting wiring to lighting fixtures and power equipment, using hand tools.
   - installing control and distribution apparatus, such as switches, relays and circuit breaker panels; fastening them in place with screws or bolts, using drills, masonry chisels, hammer, anchor bolt and wrench.
   - connecting power cables to equipment and installing grounding leads.
   - Testing continuity of circuits to ensure electrical compatibility and safety of all components, using standard instruments such as ohmmeter, megger and oscilloscope.

3. Provides electrical maintenance for all campus properties.

4. Locates and marks underground electrical conduit using locator and drawings.

5. Operates various equipment, including trenching equipment, for new installations of underground power and lighting.

6. Assists electrical sub-contractors as needed.

7. Provides input on electrical issues for new projects and renovations as requested. Reviews plans and blueprints for take-offs and upgrades drawings as projects are finished.

8. Assists with other mechanical shop jobs and projects as assigned, including but not limited to installing, renovating and maintaining mechanical systems such as HVAC, boiler systems, plumbing, sewer, drainage, electrical, lighting, fire safety, commercial kitchen equipment, appliances and swimming pool.

9. Notes any unsafe conditions and either corrects the problem or notifies the supervisor of the need to correct the problem. Maintains communications with supervisors regarding faulty equipment or fixture deficiencies.

10. Records name, completion date and time, and description of parts used on work orders.

11. Completes job estimates and purchase order requests as required.

12. Maintains appearance of electrical equipment rooms.
13. Maintains mechanical shop equipment assigned by following operating, storage and cleaning procedures and notifying supervisor of problems as they occur.

14. Performs special tasks and provides support for special events as assigned by the Mechanical Shop Supervisor or Facilities Services Operations Manager in support of the goals and objectives of the college.

15. Follows safety procedures.

16. Completes performance review process with supervisor/employees to understand job performance expectations and how they fit into the department and college goals.

17. Communicates openly and recognizes contributions of co-workers and supervisor. Maintains positive, professional working relationship with management and co-workers.

18. Pursues professional development to keep pace with demands for services and information, including maintaining up to date information about the department and the college.

**Education/Skill Requirements:**

- High school diploma or GED with 1-2 electrical experience.
- Must meet and maintain Stephens Driver Qualification and Vehicle Safety Policy. Valid driver's license.
- Ability to read and interpret diagrams and equipment operation manuals.
- Ability to read and understand written instructions and product labels.
- Ability to use power and hand tools.
- Knowledge of OSHA requirements and National Electrical Codes.
- Ability to perform basic math.
- Ability to complete work independently.

*Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan.*

**To Apply:** Qualified applicants should submit complete an on-line [Stephens College application](#).

The successful candidate must pass a college background check.

EOE A diverse community on campus is valued

Smoke Free Campus