



# LAKE SUPERIOR STATE UNIVERSITY

## Classification Specification

FLSA Designation  
NEHU

Date Issued: February 5, 2004

Department: Physical Plant

Title: Electrician

Level: XIII

### FUNCTION

To assist in maintaining a high quality standard pertaining to the installation, maintenance and upkeep of the communication, electrical, fire protection, security and signal systems, controls, equipment and services.

To inform the Physical Plant Director and Managers on the immediate conditions of all assigned areas. Make good practice of the following:

- Perform duties as assigned by Physical Plant Director and Managers.
- Maintain good relations with the students, staff, faculty, and public.
- Being trustworthy and practicing confidentiality.
- Keep personal appearance neat and well groomed.

### SOURCE OF SUPERVISION

Manager of Building Trades, Assistant Director and Director of Physical Plant and all other managers, as needed.

### DIRECTION EXERCISED

Directs work of student helpers, as assigned; also employees in lower and higher classifications on occasion.

### DUTIES AND RESPONSIBILITIES

Use the proper equipment, hand and power tools related to the installation, maintenance and upkeep of the communication, electrical, fire protection, security and signal systems, controls, equipment and services.

Install, perform preventive maintenance, troubleshoot and service communications, electrical, fire protection, security and signal equipment, primary and secondary circuits and service distribution systems.

Isolate defects in wiring, switches, motors and other electrical equipment, using appropriate testing instruments. Inspect, repair and replace faulty switches, sockets, plugs, fuses, insulators, and other basic elements of electrical systems, fixtures and appliances.

Inspect, repair and replace worn/defective equipment parts to include but not limited to bearings, bushings, gears, rotors and shafts, etc.

Initiate and maintain material requisitions; provide labor and material costs for assigned work orders.

Read and interpret blueprints, schematics, operating instructions and specifications.

Review building and project specifications for code compliance and recommend application, methods and equipment and materials.

Assist in maintaining the 13.8 kV campus electrical distribution system, switching, transformers, fusing and transmission systems.

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Must have a working knowledge of variable frequency drive systems and be able to troubleshoot, program and repair.

Must have a working knowledge of computer and computerized control systems.

Inspect work site to determine needed repairs, method of repair and supplies and tools necessary to complete the job.

Perform other duties as assigned, based on the weather conditions and the needs of the University. Such work may include, among other assignments: snow and ice removal; assist other trades employees, and special projects.

**The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. 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 his/her supervision.**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

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JOB QUALIFICATIONS

Graduate from high school or equivalent. Must possess a Master Electrician License from the State of Michigan with five (5) years experience in the electrical trades field; or a Journeyman Electrician License from the State of Michigan with a minimum of five (5) years of field experience, as a journeyman, in the electrical trades field or equivalent. Must obtain a Master Electrician License from the State of Michigan within three years of hire date, if hired with a Journeyman Electrician License.

Must be in possession of a valid State of Michigan driver's license, pass a Security background license check which must be kept current at all times. Must possess a telephone and have the ability to work overtime as assigned. Must having current certifications in the following:

- 29 CFR 1910.178, Powered Industrial Trucks
- 29 CFR 1910.147, The Control of Hazardous Energy Sources;
- 29 CFR 1910.66, Powered Platforms for Building Maintenance;
- 29 CFR 1910.146, Confined Space Standard;
- 29 CFR 1910.331, Electrical Safety Related Work Practices and
- A willingness to obtain additional knowledge.

A thorough knowledge of Electrical, BOCA, OSHA and other regulatory codes related to the skilled trade of electrician. A thorough working knowledge of low and high voltage control system characteristics and components up to and including 13,800 volts. A thorough working knowledge of the application and the use of testing equipment designed for checking, testing and analyzing electrical systems. Must understand job safety on the work site in the use of ladders and scaffolding and have a working knowledge of fire codes and practices as applicable to the work being performed. Must have a good working knowledge of light, medium and heavy duty equipment and the ability to operate such equipment in a safe manner.

Must have the ability to read, write, calculate, maintain records and solve problems; to be trustworthy and maintain confidentiality; to read and follow written and oral directions; and to plan and work well independently, or in a large group.

MENTAL AND PHYSICAL DEMANDS

Adequate health and physical condition to handle heavy manual tasks; ability to hear the conversational voice, with or without a hearing aid as required; ability to speak and be understood, under normal circumstances; full use of arms, hands, legs, and feet, or sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 80 pounds; ability to lift and transport, with assistance, 200 pounds; ability to use chain falls and come-alongs for heavy lifting operations; ability to climb and work from ladders and personnel lifts; ability to do frequent bending and stooping for long periods of time; ability to work up to 50 feet in height; ability to work in steam tunnels and pits where temperatures can be excessive; ability to work in pipe shafts, crawl spaces, electrical vaults and other confined spaces requiring stooping, bending and crawling.

Under special circumstances, protective equipment and clothing may be required. Assignments may require working outdoors in inclement weather.

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

## Physical Job Requirements

**Job Title** Electrician

**Department** Physical Plant

For activities that are performed in this position, give weight, size, percentage of time or frequency of the activity, or how many times per day/week/month it is performed, how many hours, and distance or heights involved, where each is applicable.

Key: M = Monthly; W = Weekly; D = Daily; O = Occasional; N/A = Not Applicable or None

D	Climbing and/or standing on ladders	D	Activities requiring quick, repetitive movements (total body)
D	Climbing Stairs	D	Activities requiring quick, repetitive movements (hands only)
D	Reaching	O	Operating cleaning machines
D	Kneeling	N/A	Stripping and waxing floors
D	Bending/stooping	N/A	Operating floor buffer
D	Pushing/pulling	N/A	Shampooing carpets
D	Lifting/carrying up to 30 lb weights	N/A	Vacuuming carpets
D	Lifting/carrying over 30 lb weights	O	Washing windows, on and off ladder
D	Being on feet all day (8-hour shift)	D	Loading and unloading supplies
O	Being seated all day	N/A	Mopping floors
O	Moving furniture/equipment	W	Sweeping with push brooms
O	Shoveling	N/A	Dusting furniture
N/A	Scrubbing furniture	D	Operating hand tools
D	Driving vehicles	O	Driving heavy equipment
D	Operating shop machinery	O	Operating kitchen machinery
O	Eyes focused on computer screen	O	Other: Confined spaces
O	Long hours of travel	W	Other: Working with high voltage
D	Walking (indoors, outdoors)		Other