

## Approved FCC Job Description

<b>Maintenance Technician (Electrician)</b>	7/01/08, revised 7/01/10, 7/16/14
Job Code: HR will complete this part	Eligible for Overtime: Yes
Salary Plan and Grade: 8	

### General Description of the Job

Perform electrical work at the Journeyman level. Install, maintain and repair equipment and facilities involving electrical circuits carrying less than 1,000 volts. Maintain and operate plant equipment, i.e. boilers, chillers, pumps, etc. and provide multi-trade support to Plant Operations and the Maintenance department. Reports to Maintenance Supervisor.

### Essential Functions

The following are the functions essential to performing this job.

1. Maintain current Journeyman level knowledge of electrical trade practices for commercial buildings.
2. Install, diagnose problems, and repair electrical systems, apparatus, electrical and electronic components of industrial machinery and equipment following electrical code, manuals, schematic diagrams, blueprints and other specifications.
3. Read and interpret plans, blueprints and specifications for construction or remodeling, and may recommend appropriate modifications or additions to plans.
4. Perform maintenance and repairs to electrical equipment including fluorescent and incandescent, lighting fixtures, wiring, conduit boxes and tubing, switches, motors, generators, and climate control systems.
5. Prepare estimates of time, labor, and materials for projects and/or repairs.
6. Operate and maintain tools and equipment of the trades. Cleans work area upon completion of project.
7. Provide guidance and training in electrical work to other maintenance personnel. May have lead responsibility for special projects.
8. Perform all work in accordance with all established safety standards (such as OSHA lockout/tagout).
9. Serve the maintenance department with routine multi-trade skills related to electrical, plumbing, HVAC, carpentry, metal fabrication, general repairs and plant operations.
10. Install, troubleshoot and maintain systems and parts for building automation, security, telecommunications and fire control/reporting.
11. Perform preventive maintenance to assure minimal equipment breakdowns.
12. Serve as on-call maintenance technician as scheduled and respond to maintenance emergencies.
13. Maintain proficiency in the use of the facilities management system (Metasys).
14. Prepare specifications for the requisition of equipment, tools, parts, and supplies. Inspect these items upon receipt for adherence to specifications.
15. Use heavy equipment such as bucket truck, trencher etc. to complete projects.
16. Serve as essential FCC personnel and report to work during college emergencies and inclement weather.
17. Perform maintenance and plant operations duties for which licensure as a Grade 2 Maryland Stationary Engineer is required, i.e. maintaining the operation of plant machinery and/or boilers generating pressure of at least 15 psi and operating at up to 499 horsepower by inspecting equipment to detect routine malfunctions, need for repair, adjustment and lubrication; reading meters and gauges and monitoring the building automated control systems to verify operating conditions; performing first echelon cleaning, repair and maintenance of boilers, chillers, cooling towers and pumps and other associated plant operations equipment.

### Other Functions

Individuals in this job may be assigned one or more of the following tasks on a rotating or as-needed basis.

1. Perform as part of the team doing routine setups, moves and snow removal.
2. Other duties as assigned.

### Required Knowledge, Skills, and Abilities

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Demonstrated Journeyman level knowledge and skill in the methods and techniques used in the electrical trade.
2. Thorough knowledge of OSHA regulations related to the electrical trade, the National Electric Code, local jurisdiction codes, and Underwriters rules for wiring and installation.
3. Comprehensive knowledge of and skill in the theory, principles, methods, and techniques used in the installation, repair, and maintenance of electrical systems, equipment, and apparatus carrying less than 1,000 volts.
4. Demonstrated familiarity with plumbing, carpentry, HVAC, and plant operations.

5. Skill in the use and maintenance of tools and equipment of the electrical trade, including testing equipment such as ohmmeters, amp meters, and multi-meters; demonstrated knowledge of the proper use, care, and maintenance of standard hand and power tools of the plumbing, carpentry, HVAC, and plant operations trades.
6. Demonstrated basic computer skills or the ability to learn.
7. Thorough knowledge and skill in basic mathematics including area, volume, weights, and the practical application of fractions, percentages, ratios, and proportions.
8. Ability to communicate effectively and carry out oral and written instructions.
9. Ability to read, interpret, and work from blueprints, schematics, drawings, specifications and construction documents; ability to draw and sketch assigned project items when required.
10. Ability to read and understand manufacturers' recommendations regarding scheduled and preventive maintenance, servicing, and operation.
11. Possession of a valid drivers license and a good driving record.
12. Ability to manipulate heavy equipment, tools, and supplies and/or exert force up to 70 lbs.
13. Ability to work in, on, around, over and under fixed equipment and machinery.
14. Ability to work from lifts, ladders, and scaffolding at heights up to 40 feet.
15. Ability to work in hazardous or irritating environments, and adverse weather or temperature conditions; to wear and work in personal protective equipment.
16. Demonstrated ability to use heavy equipment such as bucket truck, tractor, etc. and concurrently manipulate multiple controls when necessary to complete projects.
17. Demonstrated ability to diagnose electrical problems, communicate findings, order appropriate parts and make timely repairs.
18. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace.

### **Qualification Standards**

1. Education: High School Diploma or GED required.
2. Ability to obtain Grade 5 Stationary Engineer license prior to completion of 6-month probationary period and Grade 2 Stationary Engineer license in a reasonable period of time.
3. Possession of valid Journeyman electrician's license required.
4. Five years at the Journeyman's level in the commercial electrical trade required.

### **Preferred Qualifications:**

1. Grade 5 or higher Stationary Engineer license preferred.
2. Additional experience at the Journeyman's level other trades.
3. Knowledge of the Metasys or other automated facilities management systems.

### **Performance Standards**

The criteria for evaluation in this position include, but are not limited to, the following:

1. Problems are identified, diagnosed and solved in a reasonable amount of time.
2. Performs work with an emphasis on quality, durability and safety.
3. Responds appropriately when teamwork is necessary.
4. Maintains current knowledge of electrical trade practices and regulations/codes.

***Note: The College reserves the right to change or reassign job duties, or combine positions at any time.***