

Pacific Union College

Job Description

Position Title:	Electrician	Exemption Status Non-Exempt
EEO Classification:	7 - Laborer	Job Code: 47-2111
Department:	Facility Services	Position ID: TBD
Reports To:	Facilities Management Director	Wage Scale: I-AAA
Last Update:	August 31, 2026	

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

<u>T</u> eamwork:	A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
<u>I</u> ntegrity:	A necessary component for cultivating trust and mutual empowerment within our community.
<u>P</u> rofessionalism:	A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
<u>S</u> ervice:	A value and action rooted in our spiritual heritage.

JOB SUMMARY

Performs skilled electrical work involving the installation, maintenance, troubleshooting, repair, and modification of electrical distribution systems, fire alarm systems, power generation equipment, lighting systems, and related infrastructure. Plans and manages electrical projects, ensures compliance with applicable electrical codes and safety regulations, prepares cost estimates, and provides technical oversight for electrical work performed throughout the campus. Serves as the lead electrician responsible for project planning, system reliability, and operational safety.

ESSENTIAL FUNCTIONS

Electrical Systems Installation and Maintenance

- Install, maintain, troubleshoot, and repair electrical systems, fire alarm systems, and power generating systems.
- Install, modify, and repair control and distribution equipment including switches, relays, transformers, and circuit breaker panels.
- Troubleshoot and repair electrical wiring, lighting systems, power equipment, and related electrical components.
- Test electrical circuits and equipment up to 12,470 volts utilizing established safety procedures, including lockout/tagout practices.
- Measure, cut, bend, thread, assemble, and install electrical conduit systems.
- Conduct monthly transformer inspections and safety checks.
- Observe electrical equipment and systems to identify hazards, deficiencies, and maintenance needs.

Project Planning and Technical Leadership

- Plan and execute electrical projects, repairs, renovations, and system upgrades.
- Manage electrical projects from conception through completion, including scheduling and coordination.
- Prepare material lists, cost estimates, and bid information for projects and repairs.
- Plan new or modified electrical installations in accordance with specifications, applicable codes, and industry standards.
- Prepare and maintain as-built drawings and other project documentation.
- Read, interpret, and apply diagrams, specifications, blueprints, and technical plans.
- Research, evaluate, and recommend equipment, materials, and products.

Safety, Compliance, and Operational Support

- Ensure compliance with federal, state, local, and institutional safety requirements.
 - Enforce safe work practices and lockout/tagout procedures.
 - Operate man-lifts, bucket trucks, and other specialized equipment safely and effectively.
 - Assist other maintenance and construction trades as needed.
 - Recommend improvements to production methods, system performance, efficiency, and reliability.
 - Utilize the SchoolDude work order system to manage assignments and document completed work.
 - Maintain accurate records of inspections, repairs, materials, and project activities.
 - Maintain organized, clean, and safe work areas.
 - Meet established project and work order deadlines.
- Perform other duties as assigned.

QUALIFICATIONS

Education:

- Required:
 - High school diploma or equivalent.
 - Completion of a recognized electrical apprenticeship program or equivalent combination of education and experience.
- Preferred:
 - Current California General Electrician Certification.
 - Experience in educational, institutional, healthcare, or campus environments.
 - Supervisory or lead worker experience.
 - First Aid/CPR certification.

Experience:

- Five (5) years of progressively responsible experience performing commercial, industrial, institutional, or campus electrical work.
- Experience installing, maintaining, troubleshooting, and repairing electrical distribution systems, lighting systems, fire alarm systems, and related equipment.
- Experience interpreting blueprints, electrical schematics, technical drawings, and specifications.
- Experience estimating material requirements and project costs.

Job Specific Requirements:

- Thorough knowledge of the National Electrical Code (NEC) and applicable state and local electrical codes.
- Knowledge of electrical distribution systems, transformers, switchgear, generators, fire alarm systems, and control systems.
- Ability to test and work safely with electrical systems up to 12,470 volts.
- Ability to plan, coordinate, and manage electrical projects.

- Ability to diagnose and resolve complex electrical problems.
- Ability to prepare reports, maintain records, and document completed work.
- Ability to effectively use work order management systems and related technology.
- Ability to communicate effectively and work collaboratively with faculty, staff, students, contractors, and vendors.

Physical Demands:

- Frequently stand and walk for extended periods.
- Frequently bend, stoop, kneel, crouch, climb, balance, and work in confined spaces.
- Frequently reach overhead and below shoulder level.
- Regularly use hands and fingers to handle tools, equipment, and materials requiring manual dexterity.
- Lift, carry, push, and pull equipment and materials weighing up to 50 pounds independently and heavier loads with assistance or mechanical devices.
- Climb ladders, scaffolding, lifts, and elevated work platforms.
- Distinguish colors necessary for identifying electrical wiring and components.
- Work at heights and in elevated locations.
- Safely operate motor vehicles and specialized equipment.
- Maintain sufficient visual acuity to read plans, blueprints, meters, gauges, and testing instruments.
- Maintain sufficient hearing and verbal communication abilities to effectively communicate and respond to alarms, warnings, and safety instructions.

Job Conditions:

- Frequent outdoor work requires regular movement throughout campus grounds and interaction with changing seasonal conditions.
- Occasional administrative tasks, including responding to emails, organizing records, and assisting with departmental communication.
- Occasional evening or weekend work may be available to support campus events or seasonal projects but is not a regular requirement of the position.
- Work may include periods of independent activity as well as collaboration with the Facility Team
- Occasional interruptions and changes in daily priorities may occur based on campus needs and departmental projects.

Work Environment:

Work is performed in a variety of indoor and outdoor environments and may include exposure to:

- Electrical hazards, energized equipment, and high-voltage systems.
- Adverse weather conditions including heat, cold, rain, and wind.
- Dust, dirt, fumes, odors, and airborne particles.
- Noise from equipment, machinery, and construction activities.
- Mechanical and construction-related hazards.
- Heights, ladders, roofs, lifts, scaffolding, and confined spaces.
- Moving vehicles and heavy equipment.
- Chemicals, lubricants, cleaning agents, and other maintenance-related substances.
- Emergency response situations requiring immediate action.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the position's requirements. As such, it is not necessarily all-inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understood the **Electrician** job description, and that I can perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date