

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Electrician	FLSA status:	Non-Exempt
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DEPARTMENT:	Maintenance	REPORTS TO:	Facilities Director
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Position summary: Under direct supervision, this position analyzes and corrects electrical problems and repairs and overhauls electrical equipment and controls.

Position responsibilities:

- Receives work orders from Facilities Director and performs necessary work to accomplish task.
- Plans details of working procedure by determining replacement needs or new material required and develops a logical approach to correct the problem.
- Analyzes circuits, wiring diagrams and drawings to install, repair, calibrate, service or replace electronic devices and systems.
- Receives wiring diagrams, specifications and instructions from Facilities Director covering emergency and scheduled repairs, installation, and electrical inspection work to be performed.
- Performs work requiring a thorough knowledge of electrical theory and principles, statutory codes, properties of materials and principles of operation of electrical equipment.
- Services electronic equipment by checking, testing, and replacing faulty components, circuits, printed circuit boards, and similar electronic devices.
- Installs, repairs, and maintains communication cables, power distribution cables, then splicing as required.
- Be a part of the maintenance team on major installations, working with other trades to complete the task.
- Work within the maintenance department assisting the Facilities Director in other duties.
- Perform miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- 3 to 5 years experience directly related to the duties and responsibilities specified.
- Completion of formal apprenticeship program or completion of training program to satisfaction of Facilities Director.
- Ability to work in noisy and hot environments.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.

Physical Demands and Work Environment:

- Work is normally performed indoors; sometimes required to climb onto rooftops for installation/repair.
- Considerable physical effort of hands and arms required; the employee must occasionally lift and/or move objects with considerable weight.
- Injury exposure could be severe cuts and bruises; electrical shock.
- Works in overhead structures and around and beneath machinery.
- May be required to return to work when major problems are encountered on off-shifts or weekends.