

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Electrician	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Maintenance	<b>REPORTS TO:</b>	Director of Facilities
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**Position summary:** Under general supervision, this position analyzes and corrects electrical problems and repairs and overhauls electrical equipment and controls. Maintains and provides for the safe condition and operation of all electrical fixtures and systems in district facilities.

**Position responsibilities:**

- Receives work orders from Director of Facilities 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 Director of Facilities 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 Director of Facilities in other duties.
- Perform miscellaneous job-related duties as assigned.

**Minimum Position Requirements:**

- Minimum education required: high school diploma or equivalent.
- Valid Texas Journey Electricians license preferred.
- At least 5 years' experience in a commercial setting required.
- Must possess a valid Texas driver's license.
- 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.