



**University of Texas at El Paso
Job Description**

Job Code: 5212
Job Title: Electrician II
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 21, 2010

Summary: Plans layout and installs wiring for electrical fixtures, apparatus, and control equipment.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes.

Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring; prepares labor and material estimates for new electric projects.

Measures, cuts, bends, threads, assembles, and installs electrical conduit; pulls wiring through conduit.

Splices wires by stripping insulation from terminal leads, twisting or soldering wires together, and applying tape or terminal caps.

Installs control and distribution apparatus such as switches, relays, and circuit-breaker panels.

Connects power cables to equipment, such as electric range or motor, and installs grounding leads; connects wiring to lighting fixtures and power equipment.

Tests and troubleshoots continuity of circuit to ensure electrical compatibility and safety of components with testing instruments such as ohmmeter, amp, and meg-ohm meter, battery and buzzer, and oscilloscope.

Observes and inspects functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement.

Repairs faulty equipment or systems.

Cuts and welds steel structural members.

Must be available on an "On Call" basis.

Overtime may be required.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities No supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Minimum Education required: Associate's degree or equivalent from two-year college or technical school within area of assigned responsibility.

Minimum Experience required: Three years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. Occasional travel may be required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and move up to 50 pounds. Specific vision abilities required by this job include color vision, peripheral vision, depth perception and ability to adjust focus. May be required to wear Personal Protective Equipment to include: Steel toe or Non-slippery shoes, eye protection, hardhat, and back belt.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; high, precarious places; outside weather conditions and risk of electrical shock. The employee is occasionally exposed to wet and humid conditions; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; explosives and vibration. The noise level in the work environment is usually loud.