



JOB DESCRIPTION:	Electrician		
DEPARTMENT:	Facilities and Maintenance		
REPORT TO:	Manager of Facilities and Maintenance		
EEO CLASSIFICATION:	Craft Worker	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	#711000	DATE APPROVED:	03-MAY-2021
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Performs a variety of journey level activities to install, maintain, and repair electrical systems, equipment, and appliances.

DUTIES:

1. Reviews and assesses requirements of submitted work orders.
2. Reads rough drawings, schematics, and blue prints for installation/renovation of electrical systems. Repairs, maintains, and installs wiring, motors, transformers (three phase system), generators, and lights.
3. Studies plans, drawings, specifications, and work orders to determine material and work requirements.
4. Determines sequence of repairs and installations.
5. Operates a variety of electrical testing equipment.
6. Designs and installs electrical systems; lighting and alarm systems.
7. Follows all required safety measures and uses protective gear as needed to prevent injury to self and others.
8. Orders project supplies and materials as needed.
9. Perform other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma or GED equivalent with five years full time work experience as a journey level electrician including responsibility for electrical system design. Requires a NM Classification JE 98 certification. Preferred candidate will hold EE98 certification, as well. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of electrical system design, installation maintenance, and repair principles and practices. Knowledge of all industry standards, codes, and specifications for safe electrical systems installation, maintenance, and repair. Knowledge of the safe and proper use of all tools and equipment necessary for electrical repairs and maintenance. Keep all assigned work spaces in safe clean and orderly condition. Skill in designing, installing, maintaining, and repairing a variety of electrical systems and equipment. Skill in working in an environment subject to changing priorities, exposure to electrical hazards, and varying environmental conditions. Skill in troubleshooting problems in various electrical equipment and electrical circuits. Skill in establishing and maintaining effective working relationships.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): This position is part of a collective bargaining unit upon completion of the 90-day trial period. The incumbent is required to respond after hours during emergencies when called out and report to work for regular assigned shift during emergency campus closures. This position will typically work five (5) eight-hour days per week, either Monday through Friday between the hours of 6:00 am and 5:00 pm, based on staffing requirements of the department. A call-out list is assigned on a rotation basis having skilled craft employees and general maintenance staff employees on call

each week. Work environment involves exposure to potentially dangerous situations that require following extensive safety precautions. Required to operate a University vehicle in the day to day operations. May be required to work additional hours or days depending on circumstances.

4. Other requirements:

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)