



**DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION**

<b>POSITION TITLE:</b>	ELECTRICIAN
<b>PERSONNEL CLASSIFICATION:</b>	TRADES - NONEXEMPT
<b>DEPARTMENT:</b>	MAINTENANCE - PHYSICAL PLANT
<b>POSITION SUPERVISOR:</b>	PHYSICAL PLANT DIRECTOR
<b>DEPARTMENT HEAD:</b>	VICE PRESIDENT FOR FINANCE AND BUSINESS

**PRIMARY DUTIES:** May include, but are not necessarily limited to the following:

- 1.) **ELECTRICAL SYSTEMS INSTALLATION AND MAINTENANCE-** Oversee all electrical systems including; installation of new electrical services and additions to existing systems; installation of new power and lighting systems (exterior and interior); update current systems as needed to meet needs and safety codes; installation and continued maintenance of campus fire alarm systems; maintenance and repair of electrical components of HVAC systems; installation of window AC units; generate supply and equipment orders for approved projects.
- 2.) **INVENTORY MAINTENANCE-** Maintain minimum inventory of repair and replacement items including inventory of electrical related tools and equipment.
- 3.) **WORK AREA MAINTENANCE-** Maintain work areas, including primary work area at maintenance building, in orderly, clean, and safe condition.
- 4.) **RECORDKEEPING-** Process and keep up-to-date written records associated with repairs and purchases (i.e. trouble call orders, work orders, purchase requisitions, invoices, packing slips, etc.)
- 5.) **STUDENT WORKERS-** If assigned, oversee and direct student workers including assignment and review of work.

**GENERAL AND OCCASIONAL DUTIES:** May include, but are not necessarily limited to the following:

1.) ASSIST OTHERS- Assist others (i.e. plumbers, carpenters, etc.) as assigned with tasks unrelated to primary or regular duties.

2.) OTHER- Other duties as assigned.

**GENERAL EXPECTATIONS OF POSITION:** Maintain regular and timely work hours as assigned by immediate supervisor and approved by Personnel Office. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College. There will be periodic mandatory overtime observing the Fair Labor Standards Act.

**WORK RELATIONSHIPS:** Reports to the Physical Plant Director; works directly with other physical plant staff and may supervise student workers. Daily contact with students, staff, faculty, and public.

**EDUCATION, EXPERIENCE, AND CERTIFICATION:** High school diploma, valid driver's license and satisfactory driving record, and appropriate licensing or certification(s) as required by State of Illinois or other governing body to fulfill above responsibilities.

**SKILLS, KNOWLEDGE, AND ABILITIES:** Must be able to work independently and as a team member. Must be able to operate motor vehicles and equipment efficiently and safely. Excellent interpersonal skills. Proven ability to work courteously and effectively in a service-oriented department. Related proficiencies or aptitude to fulfill responsibilities listed above. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

**ADDITIONS, AMENDMENTS, AND DELETIONS:** The whole or any portion of this Description may be added to, amended, or deleted at any time by the Director of Human Resources or position supervisor with the approval of the Director of Human Resources.

**DISTRIBUTION:** One (1) copy of this document will be provided to both the employee and position supervisor. An additional copy will be maintained in the employee's personnel file.