

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ELECTRICIAN

Reports To: Designated Supervisor

UW Job Code: 6204

UW Job Family: 62 - Crafts/Trades

SOC Code: 47-2111

FLSA: Non-exempt

Pay Grade: 21

Date: 4-1-95 (revised 7-1-02; 7-19-02; 7-1-04; 2-1-21)

JOB PURPOSE:

Perform journeyman-level electrical work required to install, maintain and repair a variety of university electrical systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Read and interpret construction drawings, sketches, diagrams, and specifications to properly install or modify electrical wiring and equipment to comply with codes and statutes.
- Install and repair wiring associated with electrical fixtures, power equipment, receptacles, components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints.
- Install and connect wiring, cables, conduit, and electrical apparatus for machines and equipment in new and existing facilities following diagrams, schematics, or blueprints.
- Install and repair feeder, branch circuit, control and distribution wiring.
- Diagnose and resolve problems in electrical circuits, systems, and equipment using testing instruments and equipment.
- Work in the maintenance, and repair of utility distribution cables related to equipment/facilities, up to 15,000 volts.
- Inspect, test, repair, maintain, install, replace & operate (switch) medium & low voltage power systems and related equipment.
- Repair (splice), replace, pull and terminate underground electrical cables.
- Perform switching procedures as necessary to facilitate operations.
- Perform troubleshooting procedures to determine cause of outages and corrective action to restore service.
- Install, troubleshoot, repair, maintain fire alarm systems and associated devices.

- Inspect, test, repair, maintain, install, replace & operate emergency backup systems including generators, transfer switches, uninterruptible power supplies and various emergency lighting systems.
- Inspect, test, repair, maintain, install, replace & operate lighting control systems.
- Install, repair, and maintain security/door systems.
- After-hours on-call duties on a rotational basis.

SUPPLEMENTAL FUNCTIONS:

- May prepare sketches documenting existing and proposed electrical wiring layout.

COMPETENCIES:

- Analysis/Problem Identification
- Attention to Detail
- Initiative
- Quality Orientation
- Safety Awareness
- Technical/Professional Knowledge

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED, plus completion of a U.S. Department of Labor approved electrician apprenticeship program**

Experience: **4 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Must hold current State of Wyoming Journeyman Electrical License**
- **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic electrical systems and wiring principles.
- Basic electrical troubleshooting and repair principles.
- Basic construction drawings, sketches, blueprints, diagrams, and specifications.
- Testing electrical circuits and equipment for compatibility and safety.
- Occupational hazards and safety precautions of the trade.
- Current trade methods, materials and equipment.
- Applicable state and federal regulations.
- Local fire and national electrical codes.

Skills and Abilities to:

- Apply NEC standards.

- Use tools applicable to the trade.
- Select appropriate materials based on application and amounts required.
- Understand and carry out oral and written instructions.
- Communicate effectively both orally and in writing.
- Troubleshoot and isolate defects in wiring, switches, motors, and other electrical equipment and systems.
- Measure, cut, thread, pull, and install electrical wire in conduit.
- Read and interpret construction drawings, schematics, sketches, diagrams, blueprints, and specifications.
- Read, understand and follow safety procedures.
- Discern colors.
- Move objects weighing up to 50 pounds regularly.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Shop and in/outdoor environment; regular exposure to electrical and associated mechanical hazards; frequently subject to confined spaces, (mechanical rooms and utility tunnels) containing electrical, chemical and mechanical hazards and temperature extremes exceeding 100°.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.