Saint Michael’s College
Job Description

Job Title: Technical Trades Technician-Electrician

Department: Facilities

Supervisor or Manager: Associate Director of Facilities, Technical Trades

Date Created: 12/12/05 Last Revised: 12/12/05 FLSA Status: NE

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• Campus electrical and life safety systems are fully operational and Food Service equipment is fully functional
• Daily work orders are completed in a timely manner
• Campus lighting is maintained at acceptable levels
• A comfortable environment for the campus is maintained
• 24/7 emergency response for Technical Trades is provided
• The installation of new or expansion of existing Electrical systems is recommended and implemented
• Inventory is maintained and purchases are made to ensure availability of stock
• Plumbing and HVAC Technicians have back up as needed/assigned

Essential Duties and Responsibilities:
• Inspects, tests, maintains, repairs and replaces:
  o all indoor lighting fixtures (assisted by 20 hour part-time lighting only position), outdoor lighting fixtures attached to buildings or free standing, lighting controls, lighting timers, emergency lights, dimming systems and hard-wired remote control systems
  o electrical equipment including relays, magnetic starters, variable frequency drives, and panel boards
  o wiring circuits, including wire, conduit, circuit breaker panels, fuses and switches
  o fire alarm system components, including initiating devices, notification appliances, detection devices, wiring and the fire alarm control panels in accordance with NFPA standards.
  o non-system life safety devices as require by local codes (1900 smoke and carbon dioxide detectors)
• Troubleshoots and repairs electrical controls, motor control center and programmable logic controls
• Performs minor installation or modification work on electrical systems, may include planning and coordinating the project
• Operates and repairs energy management building system that controls heating and cooling systems
• Performs major component replacement work, monitors and adjusts system set points and output using remote computer links to the building’s programmable logic controls
• Inspects, repairs and maintains the campus high voltage electrical power grid
• Maintains and repairs automatic door openers, automatic basketball backboard, curtains, nets, etc.
• Supports functionality of commercial kitchen equipment and appliances such as ovens, coolers, dish machines, steamers, slicers, grills, hot wells, fryers, pizza ovens, etc.
• Dismantles electrical machinery and replaces defective electrical or mechanical parts such as brushes and armatures
• Maintains and repairs appliances in student housing such as refrigerators, ranges and microwaves
• Interprets blueprints; works from sketches or verbal instructions and collaborates with outside vendors/sub-contractors
• Cross-trains other technicians in the department (HVAC Techs/Plumbing Techs) and receives training in their disciplines
• Assists with the maintenance and repair of HVAC/plumbing systems as needed
• Identifies deferred maintenance issues
• Implements a preventative maintenance plan for the shop

Secondary Responsibilities:
• Repairs vacuums, buffers and other floor equipment, power tools for Facilities and commercial laundry equipment
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- Cleans facilities, equipment and work areas as needed  
- Creates electrical set-ups for Special Events  
- Maintains and repairs Christmas tree lights and generators  
- Performs miscellaneous job-related duties as assigned

**Positions Supervised:**  
- None

**Major Contacts:**  
- Faculty/staff/students  
- Priests  
- Code Officials  
- Visitors  
- Food Service workers  
- Vendors/sub-contractors

**Demonstrates Excellence:**  
- Demonstrates superior knowledge of craft as evidenced by quality of work and understanding of campus systems  
- Continues growth in position by mastering new job tasks as assigned  
- Exhibits ease with and ability to work with a diverse community  
- Pays careful attention to the details of a project, completes work on time, on budget and with customer satisfaction  
- Achieves accreditation, certification and/or licensing in job-related fields such as Gas, Fire Alarm, Building Occupancy, HazMat, Pool and Generators  
- Displays flexibility with work load and schedules

**Education and Work Experience:**  
- High school diploma plus some post-secondary education, work experience, or specialized training  
- An acceptable combination of experience and formal training in another trade may be considered  
- 2-4 years experience in a maintenance environment preferred

**Analytic Skills:**  
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

**Language and Literacy Skills:**  
- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

**Computer/Technology Skills:**

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- Energy Management System-intermediate  
- School Dude-intermediate  
- Equipment Computer Systems (Boilers, Variable Frequency Drives)-highly proficient  
- Fire Alarms Systems-highly proficient

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Licenses, Certifications and Other Requirements:
- Must meet driver’s eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy
- Journey level Vermont State Electrical License with Master preferred

Physical Demands:
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Technical Trades Technician-Electrician, the employee is occasionally required to lift and/or move 26-50 pounds.

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 a disability to perform the essential functions.

Additional Requirements for the Job:
- Availability for mandatory “on call” rotation to cover 24/7 emergency response and irregular hours
- May require use of personal vehicle
- Must be trained to work from the SMC Genie personnel lifts and the JLG boom lift; requires working at heights up to 60’
- Ability to tolerate a work environment involving exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment; exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, tight working spaces, and/or loud noises
- Capacity for considerable physical activity/work, which is primary part of the job
- Knowledge of federal, state, and local codes specific to the trade
- Ability to use meters, hand and power tools applicable to trade
- Must receive all mandatory training as required under State and Federal laws for the following:
  - Asbestos
  - Ergonomics
  - Personal Protective Equipment
  - Blood Borne Pathogens
  - Lock Out/Tag Out
  - Respiratory
  - HazCom
  - Confined Space
  - Universal Waste
  - Fire Extinguisher
  - Driver’s Training

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.