



Job Description

Job Title: Master Electrician

JTC: P78

Salary Range: N05

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for the electrical infrastructure of assigned facilities to ensure power, maintenance, repair, install and renovation of electrical projects while adhering to high levels of quality and efficiency and ensure the highest standard of safety.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and ability to maintain, repair, test, troubleshoot, install and connect power supply at the assigned campus facility. Knowledge of local electrical codes and best practices. Knowledge of safe work practices, ability to work at heights and confined spaces per OSHA regulations and maintain a safe work environment.

Ability to maintain a desired level of quality in assigned work, especially by means of attention to every stage of the process of delivery or production. Working knowledge of the location of all power sources at the campuses. Ability to diagnose, troubleshoot and resolve electrical issues. Ability to identify voltage levels with the use of digital multi-meters.

Demonstrated ability to maintain productive working relationships and the ability to coach and mentor teammates. Ability to read and install electrical components from prints, design and modify existing systems. Ability to maintain instrument calibration and data.

Demonstrated ability to make decisions under the pressure of continuing production. Ability to use electrical hand power drills, saws, conduit benders, voltmeters, etc. Ability to read and understand plant electrical power distribution online diagram, make repairs and understand terminology for high voltage systems.

Ability to utilize computer technology in order to operate and manage computer based electrical systems. Ability to prioritize and handle multiple tasks simultaneously with high attention to detail. Must have strong interpersonal and communication skills, both verbal and written and provide exceptional customer service to individuals from diverse backgrounds.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties



and responsibilities. Perform manual duties such as lifting and carrying various weight items. Must be able to actively work in inclement weather, such as heat, cold, rain, ice, and snow as needed.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associates degree plus two years in the electrical field and a masters electrician license or certificate. Must have a valid driver's license if traveling to off-site locations. Official transcripts and proof of certifications are required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the installation of electrical circuits, lighting, distribution panels, feeder cables, rough-ins, trim outs, etc. Perform safety inspections and stay current on state and local electrical codes and changes. Follows all safety, policy and procedures and reports any safety hazards.

Troubleshoot electrical systems: diagnose/analyze/repair electrical system shorts/burnouts and restore power. Perform small in-house construction projects. Consult with engineers and architects as necessary. Manages the computerized ECM (Energy Conservation Measures) and UPS (Uninterrupted Power Supply) systems. Prepares technical reports derived from such systems.

Requisitions materials necessary for work orders, and estimates time and materials costs on electrical projects. Develops, oversees and continually refine electrical preventive maintenance program. Performs temporary electrical hook-ups for special events. Responds to routine and emergency calls for repair and service. Inspects fire alarm system pull stations; troubleshoot system in response to calls.

Installs new panels, circuits, conduits, light fixtures, etc., to service newly constructed offices and classrooms. Works from electrical blueprints, technical manuals and tests equipment to troubleshoot and make repairs. Serves as lead electrician and provides guidance to journeymen, apprentice and electrician helpers. Conducts customer service and safety training sessions for electrical and maintenance employees.

Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as required.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.