**Utilities Electrician Assistant Standard Job Description**

**Classification Title:** Utilities Electrician Assistant

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 6

**Minimum Pay:** $21.32

**Job Description Summary:**

The Utilities Electrician Assistant, under supervision, installs, maintains, and services electrical systems associated with the TAMU Utility Plants. Completes academic or related trade training which will qualify incumbent to progress to a Utilities Electrician position.

**Essential Duties and Tasks:**

**40% Electrical Maintenance and Installation Support**

* Receives training and assists in the installation and repairs of electrical cables and associated systems.
* Assists in the installation, repair, and calibration of meters and relays for low to medium voltage switchgear.
* Assists in maintaining industrial electrical systems related to generators, boilers, chillers, and other equipment.
* Assists in the installation and repairs to control cables from the utility plant to various satellite locations.

**20% Equipment Testing and Troubleshooting**

* Tests cables using various test equipment.
* Assists in the maintenance, installation, and troubleshooting of electric motors, including low and medium voltage types.
* Assists in the maintenance, installation, and troubleshooting of electrical switchgear, including panel boards and motor control centers.
* Researches and troubleshoots equipment by reading manuals and other relevant information.

**10% Skill Development and Learning**

* Participates in skill development in the utilities electrical trade.
* Learns and develops knowledge of electrical systems, including wiring, conduit, and control systems.

**10% Safety and Compliance Contributions**

* Contributes to a safe work environment by reporting accidents and unsafe conditions.
* Uses proper personal protective equipment and follows safety procedures outlined in Material Safety Data Sheets.
* Participates in safety training.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school graduation or any equivalent combination of training and experience.
* One year of related experience.

**Required Licenses and Certifications:**

* Valid Texas Class “C” driver’s license or the ability to obtain within 30 days of employment and is subject to yearly Motor Vehicle Record/driver license checks.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Ability to read and comprehend written and oral instructions in English and communicate effectively.
* Ability to utilize or learn Microsoft products such as Outlook, Word, and Excel.

**Machines and Equipment:**

* Computer
* University Vehicle
* Electrical Test Equipment

**Physical Requirements:**

* Ability to climb stairs and ladders.
* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.
* Will be required to complete technical training within one year of hire date.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**