Electrical Trades Technician II (0814)

Basic Purpose/Job Function: Installs, troubleshoots, services and repairs electrical systems associated with power distribution, motor and boiler controllers, motors, generators and related electrical equipment.

Examples of Titles Replaced: Electrician II; Fire & Security Alarm Technician; Lineman; Utility Systems Auxiliary

Typical Functions May Include:

1. Repairing and servicing high-voltage equipment, such as rotating machinery, circuit breakers and power distribution systems
2. Installing and connecting distribution, generation and utilization equipment components, such as relays, switches, transformers, heating elements, etc.
3. Troubleshooting complex electrical control circuits and replacing defective components, including power rectifiers, photoelectric sensors and regulators
4. Maintaining power plant switch-gear
5. Examining electrical equipment and systems for damage and corrosion
6. Using hand tools, such as tubing and conduit benders, threading machines and soldering irons, to complete repair or installation of electrical systems
7. Recording the materials taken from the van on the van’s inventory cards
8. Designing, installing, maintaining and repairing security and fire alarm systems
9. Using test equipment in repairing alarm systems
10. Acting as inspector for Physical Plant Electric Shop in relation to all alarms
11. Gathering and disseminating information with outside vendors and other departments of the University
12. Coordinates repairs and new installations with Superintendent, Work Authorization and OUPD
13. Performing other related duties as assigned

Risk Management: Ensures that personnel supervised are informed of and adhere to established health and safety practices associated with assigned tasks.

Supervision of Others: May serve as lead employee or shift supervisor to others performing same type of work.

Supervision Received: Receives limited supervision from a designated supervisor.

Minimum Qualifications:

- **Education**: High School diploma or GED/Vo Tech or some college
- **Experience**: 18 – 36 months  
  **Type**: Electrical/Alarm System
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- **Skills:** Uses tools or equipment in a manner requiring competence derived from training which normally would be gained on the job; reads and understands basic written materials; uses addition, subtraction, multiplication and division; performs record keeping operations requiring logging; ability to communicate orally and in writing as required to exchange information.

- **Special Requirements:** Regular exposure to physically demanding tasks such as digging, lifting, bending stooping, extreme temperature changes and handling dirty materials.

- **Licenses:** Oklahoma Driver’s License

- **Certifications:** Determined by nature of job and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.