UNIVERSITY OF SOUTHERN CALIFORNIA

Electrician Entry

Job Code: 180191

| Grade: | TA |
| OT Eligible: | Yes |
| Comp Approval: | 9/29/2008 |

**JOB SUMMARY:**

Performs standard electrical procedures. Determines need to repair and/or replace equipment. Estimates materials required for specific job components. Participates in the trade Pay for Knowledge and Skills Program including On-the-Job training and coursework. Performs task requirements as part of the Pay for Knowledge and Skills Program and demonstrates proficiency of required tasks in designated areas as outlined in appropriate Module (A/B or C). Performs all appropriate Module Tasks (see attached Skill Based Progression), independently or as part of a team, as assigned by the Supervisor. May perform tasks in higher-level Modules. Trains journeymen and other employees on specific skills and tasks as required.

**JOB ACCOUNTABILITIES:**

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.*

**EMERGENCY RESPONSE/RECOVERY:**

Essential: [ ] No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High school or equivalent
- Specialized/technical training

**Minimum Experience:**
- 2 years

**Minimum Field of Expertise:**
- Two years experience as a Journeyman. Completion of four-year craft training program or four years experience as an Electrician Trainee. Experience performing standard electrical procedures. General knowledge of engineering methods, materials, tools and equipment. Familiar with city and state building codes, OSHA rules and regulations, standard safety practices and equipment, and other requirements for workplace safety.

**Preferred Education:**
- Related undergraduate study

**Skills: Administrative:**
- Communicate with others to gather information
- Compute totals
- Gather data
- Input data
- Prioritize different projects
- Read handwritten text
- Understand and apply policies and procedures
- Use computerized spreadsheets
- Use database and/or word processing software
- Verify calculations

**Skills: Other:**
- Knowledge of applicable laws/policies/principles/etc.
- Planning
- Scheduling

**Skills: Machine/Equipment:**
- Calculator
- Personal computer

**Skills: Trade/Auxiliary:**
- Calculate measurements
- Identify technical and equipment problems related to trade
- Prepare reports and/or maintenance records
- Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches
Use and/or operate various stationary machinery, 
hand held power tools, and/or non power tools

Supervises: Level:
Trains journeymen and other employees on specific skills and tasks as required.

Comments:
Valid California Driver's License required. Must own designated hand tools.

SIGNATURES:
Employee: ______________________________ Date: ______________________________
Supervisor: ______________________________ Date: ______________________________

The above 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.

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