UNIVERSITY OF SOUTHERN CALIFORNIA

Electrician Journeyman- Module A

Job Code: 180195

Grade: TA
OT Eligible: Yes
Comp Approval: 12/1/2004

**JOB SUMMARY:**

Performs standard electric procedures. Determines need to repair and/or replace equipment. Estimates materials required for specific job components. Participates in the Electrician Pay for Knowledge and Skills Program including on-the-job training. Performs all appropriate module tasks and demonstrates proficiency as outlined in the Electrician Pay for Skills section, independently or as part of a team, as assigned by the supervisor. May perform tasks in higher-level modules. Trains journeymen and other employees specific skills and tasks as required.

**JOB ACCOUNTABILITIES:**

*E/M/NA  % TIME

______  ____ Installs repairs and maintains electrical systems and equipment such as motors, switches, lighters, heaters, alarm and control system. Determines need to repair and/or replace equipment. Works from blueprints, specifications and schematic diagrams.

______  ____ Tests wiring system to ensure safety of all components.

______  ____ Plans, coordinates and schedules new or modified electrical

______  ____ Estimates materials required for specific job components.

______  ____ Maintains clean job site throughout duration and cleans up job site following work completion. Maintains safe working conditions for self and others. Stores and maintains supplies, tools and equipment.

______  ____ Trains other journeymen, Zone Maintenance Technicians, or other employees specific skills and tasks, as required.

______  ____ Prepares reports and/or maintenance records, as needed.

______  ____ Responds to on-call emergencies.

Perform other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

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

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  

[ ] No

[ ] Yes  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 Diploma or equivalent and completion of four year apprenticeship program

Minimum Experience:

2 Years

Minimum Field of Expertise:

Four years experience as a trade-related trainee may substitute for completion of a four year apprenticeship program. Additional two years minimum experience must be as a journeyman. Experience performing standard trade-related procedures. General knowledge of trade-related methods, materials, tools, and equipment. General knowledge of electrical codes. 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:

- 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:

- Communication -- written and oral skills
- Knowledge of applicable laws/policies/principles/etc.
- Planning
- Scheduling

Skills: Machine:

- 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.
Pay for Skills:

- Bend conduit or pipe
- Cut and thread pipe
- Check (measure) for voltage and check for ground
- Check (measure) resistance and amperage
- Megger motor
- Wire motion switches
- Wire low-voltage control switches
- Install manual wall switches
- Pull and replace fuses (600V or less)
- Replace breakers (small & medium frame lo volt circuit breakers 600V or less)
- Run conduit and pull wire (rough and finish wiring)
- Install a 120V single phase outlet and a 480V 3-phase outlet
- Verify/test fire alarm system and devices (addressable/non-addressable)
- Erect scaffolding
- Replace breakers
- Install relay lighting
- Retro-fit lighting fixtures
- Install variable speed devices (VSD)
- Install exit/emergency lights
- Test/repair emergency lighting
- Trace lines
- Install 120V-480V single/3-phase outlets
- Order material from outside suppliers
- Respond to customers verbally or in writing
- Order material from stock

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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