UNIVERSITY OF SOUTHERN CALIFORNIA

Electrician Journeyman- Module B

Job Code: 180199

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:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
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<td>_______</td>
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<tr>
<td>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.</td>
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<td>Tests wiring system to ensure safety of all components.</td>
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<td>Plans, coordinates and schedules new or modified electrical</td>
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<td>Estimates materials required for specific job components.</td>
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<td>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.</td>
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<td>Trains other journeymen, Zone Maintenance Technicians, or other employees specific skills and tasks, as required.</td>
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<td>Prepares reports and/or maintenance records, as needed.</td>
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<td>Responds to on-call emergencies.</td>
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<td>Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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*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:
4 Years

Minimum Field of Expertise:
Four years experience as a trade-related trainee may substitute for completion of a four year apprenticeship program. Additional four 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:

- Perform preventive maintenance on motor control
- Install coil in motor starter
- Troubleshoot motor control problems
- Install transformers
- Troubleshoot hospital electrical equipment (generators, boiler equipment, water, vacuum, etc.) (HSC only)
- Perform preventive maintenance on hospital electrical equipment (HSC only)
- Maintain hospital electrical equipment (HSC only)
- Mount and wire an electrical panel
- Upgrade an electrical panel
- Perform preventive maintenance on high voltage distribution systems
- Perform preventive maintenance on switch gear with heat traces
- Troubleshoot cause or electrical failures
- Size/install motor relays
- Balance electrical panels
- Locate underground conduit and lines
- Install generators
- Install transfer switches
- Install switch gear
- Coordinate work with other crafts or areas

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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