UNIVERSITY OF SOUTHERN CALIFORNIA
Electrician Journeyman- Module C
Job Code: 180203

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

JOB SUMMARY:
Provides leadership and guidance to journeymen and Zone Maintenance Technicians. 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. Trains journeymen and other employees specific skills and tasks as required.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

--- Provides leadership and guidance to others who perform similar work. Sets priorities and timelines and monitors the work of others.

--- 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. Identifies additional training or defines needs for new or continuing training which would benefit staff.

--- Prepares reports and/or maintenance records, as needed.

--- Performs 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
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:**

5 Years

**Minimum Field of Expertise:**

Four years experience as a trade-related trainee may substitute for completion of a four year apprenticeship program. Additional five 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
- Coordinate work of others
- 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
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Planning
- Scheduling
- Teaching/Training

**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:**
Leads one or more employees performing similar work
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:**
Install a (netcom) meter system
Repair fire alarm (component or system)
Diagnose fire alarm system problem
Troubleshoot high distribution system problem
Pull and replace fuses over 600V
Troubleshoot problems with transfer switches (low and high voltage)
Repair transfer switches (low and high voltage)
Replace high voltage transfer fuses
Repair the netcom system
Troubleshoot the netcom system (metering) problems
Troubleshoot variable frequency drive (VFD) and soft-starter problems
Repair variable frequency drives (VFD) and soft-starters
Coordinate work with outside contractors, inspectors, and public utilities
Interview prospective employees
Train others on-the-job
Develop and distribute on-the-job training materials
Estimate job cost, time, and material required
Direct, plan, and schedule the work of others
Advise and assist other shops/trades

**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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