Oregon TECH

Classified Employee Position Description

SECTION 1. POSITION INFORMATION

a. Class No./Title: 4204 - Maintenance Electrician	**b. Competency Level:**
c. Effective Date 7/1/2013	**d. Position No:** H99961
e. Working Title: Maintenance Electrician	**f. Work Unit:** Facilities Services
g. Agency No.: 58018	**h. Agency Name:** Oregon Institute of Technology
i. Employee:	**Supervisor:** James Lake
j. Work Location: Klamath Falls - Facilities Services	
k. Position : Full Time Permanent Regular Hours	
l. FLSA: Non-Exempt	**Eligible for Overtime:** Yes

SECTION 2. PROGRAMMING INFORMATION

a. Describe the program in which this job exists. Include program purpose, who is affected and scope. Include relationship to institutional mission.

Facilities Services is responsible for the operation, maintenance, repair, and construction of the OIT campus. The department supports the education of approximately 3,000 students and the activities of 400 faculty and staff. Facilities Services is a support organization responsible for planning, constructing, renovating, and maintaining university buildings and grounds. It operates the mechanical and electrical systems in such a manner as to support the college's teaching and community service goals while minimizing consumption of natural resources; and providing other services to the college which ensure a clean, safe, and healthy environment with effective use of economic and human resources.

b. Describe the purpose of this position and how it functions within this program by completing this statement:

The purpose of this position is to perform supportive and technical service work that is primarily electrical in nature and includes preventive maintenance, service, repair, remodel, and minor construction on campus buildings, equipment, and machinery. This position may also perform a wide range of minor plumbing, carpentry, and painting tasks in addition to assisting trades workers in more complicated jobs. Work also includes welding, fabricating, lock system installation and maintenance. A Limited Maintenance Electrician License is a requirement for this position.

SECTION 3. DUTIES

a. Major Duties

Repairs (70%)

Troubleshoot and replace electrical components such as switches, plugs, and light ballasts in accordance to the

Limited Maintenance Electrician license guidelines (45%)
Assist Supervising Electrican in major repairs to campus infrastructure and utility distribution systems as per Limited Maintenance Electrician license guidelines (20%)
Make repairs to electrical power equipment such a vacuums, carpet equipment and door motors using Limited Maintenance Electrician guidelines. (5%)

Services (15%)
Install, monitor and maintain campus electronic lock systems. (Cyber-Lock & KABA) (10%)
Install and/or repair locks, re-key for security, make keys, and maintain accurate database. (3%)
Perform preventive maintenance and service work on a scheduled basis. (2%)

Miscellaneous (15%)
Weld and fabricate small projects and make repairs to hand rails, catwalks, and other metal articles. (10%)
Install blackboard, whiteboards, bulletin boards, signs, screens, pencil sharpeners, etc. (2%)
Clean and maintain shop area (2%)

b. Marginal Duties

Assist Grounds department in removal of snow and ice during the winter months. (1%)

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that is a regular part of the job. Include frequency of exposure to these conditions.

As a member of a small maintenance team, this position is required to assist other trades such as: Electrician, HVAC Maintenance, Co-Generation Engineer, and HVAC Controls Technician. Working conditions include standing, stooping, or bending for extended periods of time. Must work from ladders, scaffold and other above ground equipment (man-lift). May be required to work in all weather conditions and/or in an environment of dust, noise, odor, and traffic. May be required to work at night or on weekends or holidays in emergencies.

SECTION 5. GUIDELINES

a. List any established guidelines used to perform the job, such as state and federal laws or regulations, policies, manuals or desk procedures.

Equipment manuals for service and repair.
Selection of proper safety equipment.

b. How are these guidelines used to perform the job?

These guidelines are used as needed for service and repair of equipment.

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come into contact?

Who Contacted	How	Purpose	How Often
Vendors	Phone, E Mail, In-Person	Order supplies, get information on equipment.	Weekly

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate the affect of these decisions where possible.

This position will make decisions about how to complete a project safely and with minimal disruption to students, faculty, and staff.
Selection of proper safety equipment.
Equipment repair evaluation and parts selection.
These decisions affect the safety of co-workers and the general campus population.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

Work is reviewed as needed by the Maintenance Supervisor

SECTION 9. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to the understanding of this position:

Requires valid Oregon LME Licence