GORDON COLLEGE
Position Description

Title: Licensed Electrician

Function: Under the supervision of the Electrical/Mechanical Manager and the Director of Facilities, assembles, installs, maintains and repairs electrical circuits, motors and fixtures to provide for proper operation of the Physical Plant of the College. Acts as the backup technician for the Fire Safety Systems.

Description of Duties and Tasks:

Essential Responsibilities:

1. Installs temporary and permanent electrical circuits, plugs, switches and fixtures; connects installations to the College power system.

2. Observes sound safety practices; demonstrates continuing concern for the safety of others.

3. Troubleshoots circuit failures; uses test instruments; diagnoses and corrects causes of failures.

4. Repairs or rebuilds lighting and power fixtures.

5. Replaces bulbs, fuses, starters and similar equipment on a scheduled basis and as needed.

6. Provides backup to the Fire-Safety technician.

7. Responds in the event of emergencies on campus during off hours.

Additional Responsibilities:

1. Performs additional duties as appropriate or assigned.

Required Knowledge, Skills and Abilities
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.
1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Must possess a valid Massachusetts Electrical Journeyman's License and the ability to request electrical permits.

3. Must be able to manage contractor relationships, contracts and services.

4. Needs good interpersonal skills in relating to colleagues and fielding technical questions.

5. Needs to maintain a current knowledge of Physical Plant software and hardware systems.

6. Must be able to stay current with the latest technologies and methods.

7. Ability to use power tools climb ladders and carry medium loads.

8. Must possess skill and experience in electrical circuits, wiring, fixtures, motors and drives, and detailed knowledge of wiring codes.

9. Must understand the Fire-Safety systems.

10. Must have a valid driver’s license.

11. Ability to handle several different tasks at once.

12. Must be able to work well with others.

Position Code:  PLT-EL-1
Grade:  3
FLSA Status:  Non-exempt