Job Title: Electrical Master
Compensation Rate/Grade: Grade 7
Department: Facilities Services
Updated: December 2011

Essential Functions:
• Install service and repair all types of electrical components including motors, relays, switches, lighting, receptacles, circuit panels, breakers and many other types of related electrical devices.
• Work at heights of 70 feet or more in confined areas and at times during inclement weather. Able to lift 70 pounds.
• Operate man lift equipment and scaffolding.
• Work with student staff and other maintenance personnel.
• Follow work assignments, instruction, labeled information and softex standards independently.
• Apply all applicable electrical codes, rules and regulations.
• Estimate time, material and budget requirements for assigned work and projects.
• Assist campus architects and engineers in development of remodeling, retrofit and new construction.
• Provide quality customer service to faculty, staff, students and campus visitors.
• Strong interpersonal communication skills. Demonstrated ability to work well with others and to maintain positive customer relations.

Required Qualifications:
• Demonstrated interest and experience in all building electrical systems maintenance as needed to perform the essential functions listed.
• Satisfactory past work performance and work record.
• Demonstrated ability to work with minimum supervision.
• Willingness to work overtime and accept off-shift assignments.
• Valid driver’s license.

Preferred Qualifications:
• Valid State of Michigan Journeyman Electrical License.
• Ten years of master experience.
• Ability to understand and repair all types of electrical circuits and other system components.
• Must have electrical master planning and small project management experience.
• Willingness to assist campus architects and engineers in the development of remodeling, retrofit and new construction projects. An understanding of schematics, blueprints, and applicable codes.
• An understanding of accepted safety practices in the performance of electrical trade activities.
• Possess strong verbal and communication skills.

Physical Demands:
• To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this
position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.