

JOB DESCRIPTION



Job Title:	Electrical Administrator	Reports to:	COO
Status:	Full Time, Regular	FLSA:	Non-Exempt
Department:	Construction (CIP)	Location:	IRHA Administrative Office
Schedule:	Monday through Friday	Hours:	8 AM to 4:30 PM
EEO-1:	Professional	SOC Code:	49-1011.00
Approved By:		Date:	

Job Summary: Direct electrical staff and energy work within IRHA construction, rehab and capitol improvement projects. Conduct funding research and project opportunities related to energy management/efficiency technologies projects and business development activities.

Essential Functions:

Administrative:

- Supervise, assign, monitor and oversee the work activities of electricians.
- Coordinate pre-construction electrical activities, to include planning, cost estimates, scope of work and scheduling.
- Track/monitor electrical projects and activities including rehabilitation projects. Work closely with other construction departments and staff in order to ensure coordinated project activities and timely completions.
- Design the standard electrical systems for IRHA construction and rehab projects. Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.
- Research energy efficient technologies for integration in IRHA construction projects.
- Design solar systems for energy efficiency alternative to standard electrical systems.
- Conduct recruitment and hiring activities through HR for electricians.
- Order electrical parts and materials and maintain inventory following IRHA's policies and procedures.
- Perform and oversee main office building and warehouse electrical maintenance.
- Assist in the preparation and monitoring of housing and rehab construction budgets, specific to electrical/energy work.
- Provide cost estimates for materials and services. Submit bids for jobs.
- Monitor all electrical budgets to stay within budget amount.
- Complete CSI coding activities.
- Conduct electrical assessments and inspection activities.
- Assist with funding development (opportunities search), contracts and grant/proposal responses, as needed.
- Work with IRHA staff coordinate and facilitate construction project activities and trouble shoot a wide range of problems and concerns that arise, such as drug testing requirements, hiring paperwork, complaints, timesheet preparation, reporting procedures, etc.
- Organize, catalogue and/or file all electrical related paperwork, including technical specifications, drawings, material lists, purchase orders, contracts, ensure files are complete with the proper paperwork.
- Attend meetings, conferences and events as designated by supervisor and CEO.
- Provide technical assistance to IRHA management and department heads related to electrical/construction projects and activities, as needed.
- Train and evaluate the electrical staff. Direct and train workers to install, maintain, or repair electrical wiring, equipment, and fixtures.
- Ensure accurate and timely review and submission of timesheets.

- Initiate and oversee all electrical procurement activities and follow IRHA procurement policy.
- Perform business development activities to help build and expand IRHA's services and revenue enhancement activities as directed.
- Interface with and coordinate work with clients regarding electrical construction work to their homes. Provide information and instruction on product and system use.
- Provide and oversee procurement activities, purchases, logistics and rental agreements for projects as needed.

Electrician functions:

- Assemble, install, test and maintain electrical or electronic wiring, equipment, appliances, apparatus and fixtures, using hand tools and power tools.
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools to locate the cause of a breakdown and correct the problem.
- Connect wires to circuit breakers, transformers or other components.
- Install electrical systems, equipment and components to ensure compliance with codes.
- Inspect all electrical work activities and ensure projects are to code standards, sign off on all electrical projects.
- Advise management on energy consumption of electrical components.
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures using testing devices such as ohmmeters, voltmeters, and oscilloscopes to ensure compatibility and safety of system.
- Install ground leads and connect power cables to equipment, such as motors.
- Repair or replace wiring, equipment, and fixtures using hand tools and power tools.
- Place conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.
- Fasten small metal or plastic boxes to walls with house electrical switches or outlets.
- Provide assistance to other IRHA department heads as needed.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Exceptional interpersonal, organizational and communication skills, integrity, respect for confidentiality, sound judgment and decision-making skills.
- Complete understanding of the skills required for all lower classifications.
- Track record of networking, teamwork and excellent communication skills specifically village governments and local hires.
- Must have strong time management skills.
- Self-motivated and able to grasp new concepts quickly.
- Willing and able to multi-task.
- Ability to take initiative to identify and propose new tasks and procedures.
- Exhibits HSSE leadership and ability to apply first aid and applicable safety precautions, ensures proper safety and incident reporting procedures are followed
- Able to assess organizational performance and identify actions needed to improve relative to the goals and mission of IRHA.
- Ability to perform detailed work with a high degree of accuracy on multiple, concurrent tasks with frequent interruptions.
- Knowledge of planning, resource allocation and production methods and the ability to apply in overseeing and performing rural construction project activities.
- Knowledge of and ability to use carpentry equipment, machines, tools, methods and materials.
- Knowledge of relevant regulations, policies, procedures, and strategies to ensure environment and safety standards, including occupational hazards and safety precautions, industry standard practices and procedures involved in building and modernization efforts.
- Ability to interpret technical plans, specifications, blueprints and drawings and apply design techniques, tools, and principles involved for production.
- Knowledge and understanding of HUD regulations.
- Thorough knowledge of and skill in the application of construction office management systems and techniques, including use of the Construction Specifications Institute [CSI] System of work division

- coding, contracting, accounting and procurement.
- Ability to perform computer and technology functions with proficiency, specifically in word processing, database and spreadsheet programs.
- Ability to learn, interpret and apply construction and CIP regulations and procedures.
- Ability to make sound decisions in developing, preparing, proposing and executing construction projects/CIP plans.
- Knowledge of planning, developing and monitoring construction project budgets specific to electrical work/activities.
- Thorough knowledge of current National Electrical Codes (NEC) and amendments by local entities and the State of Alaska.
- Knowledge of personnel management and supervision techniques.
- Knowledge of the region/area to be served and the socio-economic and cultural elements of the people therein.
- Ability to perform computer and technology functions with proficiency, specifically in word processing, database and spreadsheet programs.
- Ability to learn, interpret and apply construction and CIP regulations and procedures.
- Ability to learn and apply complex written policies, procedures and compliance regs.
- Ability to make sound judgment in designing and installing electrical systems.
- Ability to plan, organize and direct construction activities.
- Ability to direct and supervise Electrical personnel.
- Ability to communicate effectively, orally and in writing to IRHA staff, tribal and local governments and the clients to be served through this program.
- Ability to read blueprints and write specifications as they pertain to procurement of materials, supplies and equipment.
- Ability to operate a vehicle to drive to/from project sites and transport supplies and equipment as needed.
- Ability and willingness to travel extensively to remote areas, including extended and overnight travel, in performing functions of this position regardless of the time of year.
- Ability to see details at close range and in color.

Supervisory Responsibilities:

Supervise the Lead Electrician, Electricians and Helpers.

Qualifications:

- Electrical Administrator's license with the State of Alaska and a Journeyman's certification active in the State of Alaska.
- Five years progressive experience working with a residential construction company, which includes at least one year of supervisory experience.
- Valid Alaska Driver's License.

Preferred:

- Four-year degree electrical engineering or similar field.
- Six years progressive experience with construction or housing projects in interior Alaska region.

WORKING ENVIRONMENT: The majority of the work is performed at project sites with generally loud noise levels. Some work is performed in the administrative office environment with quiet to moderate notice level. Extensive air and ground travel to and from remote job sites, requiring extended and overnight travel.

PHYSICAL DEMANDS: An individual must be able to maneuver (move, push, pull) up to 200lbs and lift up to 100lbs of materials/supplies off trucks/planes is required. Frequently climb ladders. Some crawling and crouching. Frequent long periods of walking and standing during site visits/inspections. Requires good manual dexterity and multi-limb coordination. Ability to work long days/hours and in remote areas and in inclement weather conditions. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMODATION: It is IRHA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.