

JOB DESCRIPTION



Job Title:	Electrician	Reports to:	Electrical Administrator
Status:	Temporary/Seasonal	FLSA:	Non-Exempt
Department:	Construction (CIP)	Location:	IRHA Administrative Office
Schedule:	Monday through Friday (Days and hours may vary based on project schedules, locations and workload)	Hours:	8 AM to 5:00 PM Hours may vary based on project schedules.
EEO-1:	Professional	SOC Code:	47-2111
Approved By:		Date:	

Job Summary: Responsible for performing journeyman level electrical work on designated IRHA construction and rehab projects in accordance with the National Electrical Code.

Essential Functions:

- Perform day-to-day electrical activities in the construction and maintenance of IRHA structures and facilities as directed.
- Under the general supervision of the Electrical Administrator, assist in the development of construction project budgets as they relate to electrical work.
- Coordinates work with Electrical Administrator, Warehouse, and clients regarding electrical construction/rehabilitation work to homes.
- Coordinate with Warehouse, Procurement, and Construction Coordinator to complete work orders/purchase orders, etc for supplies and materials needed for performing work on projects.
- Troubleshoots a wide range of problems to include electrical systems, and advise the Construction Foreman and Electrical Administrator as necessary.
- Complete projects as directed, to include new home, rehabilitation and coordination of final inspections of work performed.
- Perform seasonal preventative maintenance work, such as wiring boilers and controls, service changes, etc. and repairs to ensure facilities are kept in good repair.
- Install, repair, and maintain breaker boxes, electrical outlets, light switches, lighting fixtures, electrical wiring, fuses, generator systems, and switch gears.
- Reads and understands conduit drawings, schematics, drawings and specifications.
- Bend, cut, thread and install conduit.
- Inspect projects to monitor compliance with environmental and safety regulations and other related regulations.
- Safely operate equipment and tools on project sites.
- Test electrical equipment and ensure maintenance of equipment on project sites.
- Inspect, isolate, troubleshoot, and repair electrical malfunctions using various testing instruments.
- Responsible for performing duties in compliance with established local, state, and federal laws, rules and regulations, and IRHA policy and procedures. Ensure electrical work is in accordance with relevant codes.
- Provide quality customer service to clients of IRHA.
- Travel to remote sites for extended periods of time.
- Perform other related duties, as assigned.

Knowledge, Skills and Abilities:

- Exceptional interpersonal, organizational and communication skills, integrity, respect for confidentiality, sound judgment and decision making skills.
- 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.
- 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, production methods and the ability to apply in overseeing and performing electrical project activities.
- Ability to understanding of HUD regulations.
- 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.
- 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.
- Ability to learn and apply complex written policies, procedures and compliance regulations.
- Ability to make sound judgment in designing and installing electrical systems.
- Ability to direct and supervise Electrical personnel as needed.
- Ability to communicate effectively, orally and in writing to IRHA staff, tribal and local governments and the clients to be served.
- Ability to read blueprints and write specifications as they pertain to procurement of materials, supplies and equipment.
- Ability to operate a vehicle 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.
- Knowledge of the practical application of the electrical trade including the methods, tools, practices and systems used.
- Basic understanding of electrical circuits including the operation and function of typical electrical devices and machinery such as relays, motors, switches, lighting systems, etc.
- Thorough knowledge of and skill in implementing electrical construction principles, techniques, and systems applicable to construction in the Alaska Interior Region.
- Ability to assess and troubleshoot equipment failure.
- Ability to perform a variety of tasks involving strenuous manual labor.
- Knowledge of and ability to apply first aid.
- Ability to see and record written information and maintain required record keeping.
- Ability to communicate information in writing so others will understand.
- Ability to effectively understand and communicate verbally with others.
- Ability to understand and follow written and verbal instructions.
- Ability to work independently with little or no supervision.
- Ability to ensure that proper safety and incident reporting procedures are followed.
- Ability to meet project schedule with dependability and consistency.
- Ability to work long days/hours and in inclement weather conditions.
- Ability to perform work with constant interruptions and continuously changing deadlines and priorities.

Supervisory Responsibilities:

Directly supervise the activities of assigned apprentices and/or electrical staff as directed.

Qualifications:

- Residential Journeyman's License issued by the State of Alaska.
- Three years experience performing electrical work.
- State of Alaska Certificate of Fitness in appropriate classifications.
- Valid 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 noise level. Extensive air and ground travel to and from remote job sites, requiring extended and overnight travel. Ability to maneuver up to 50 lbs. Ability to stand, walk on level, uneven and slippery surfaces, sit, squat, kneel, reach through low and high ranges and exhibit normal balance and coordination. Ability to work on at various heights using ladders to include extension ladders. Climb on and off equipment and construction structures. Ability to stand, walk and operate tools and equipment for long periods. Ability to work in adverse weather conditions. Must be able to work outdoors in inclement weather conditions for extended periods of time while wearing protective gear.

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.