

**MORGAN STATE UNIVERSITY
JOB SPECIFICATION**



ELECTRICIAN HIGH VOLTAGE

Class Code: N1023
Pay Range: 12

FLSA Code: N/E (Non-Exempt)
Job family/series: hrm

JOB SUMMARY

Under general supervision, performs high voltage electrical work at the journey level. Installs and maintains electrical service from low to high voltage.

PRIMARY DUTIES

1. Performs specified electrical work; installs repairs or maintains transformers, generators, circuit breakers, conduits and panels; test electrical circuits; replaces units or parts including wiring, fuses, transformers, coils and switches.
2. Plans layout, installs and repairs wiring, electrical fixtures, apparatus, and control equipment; plans new or modified installations consistent with specifications and local electrical codes.
3. Coordinates the installation, maintenance and repair of electrical service. Performs specialized activities including coordinating electrical renovations and performing high voltage electrical work.
4. Reads, interprets and works from blueprints, schematic drawings, and specifications ensuring concealed wiring is installed before completion of future walls, ceilings, and flooring. Prepares sketches showing wiring equipment location.
5. Tests continuity of circuit to ensure electrical compatibility and safety of components; observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation and/or replacement.
6. Prepares estimates of time, labor and materials. Prepares reports reflecting daily operations and project status.

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7. Provides guidance and training in high voltage electrical work to other maintenance personnel. May have lead responsibility for special projects.

NOTE: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EXPERIENCE: Four years progressively responsible experience in the electrical trade, two years of which must have been in the installation and repair of high tension (13,000 volts and up) service switch gear and controlling wiring, or motors and motor circuitry of 30 horsepower or more.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of and skill in the theory, principles, methods and techniques used in the installation, repair, and maintenance of electrical systems, equipment, and apparatus including Underwriters Rules for electrical wiring and installation of electrical equipment. Through knowledge of and skill in basic mathematics including area, volume, weights, and the practical application of fractions, percentages, ratios, proportions; of OSHA regulations and National Electronic Codes related to the electrical trade and working with high tension lines and equipment. Working knowledge of the principles and theories of electronics. Skill in and ability to work with high tension lines and equipment. Ability to read, interpret, and work from blueprints, drawings, and specifications; to prepare sketches and schematic drawings; to prepare summaries and report; to communicate effectively and follow directions; to work in, on, around, over and under fixed equipment and machinery; to work from lifts, ladders and scaffolding; to manipulate controls on equipment and machinery; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

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CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-Commercial Class C or equivalent driver's license may be required. Possession of Maryland State certification as a licensed maintenance electrician may be required. Candidates selected for employment must be available for emergencies on as needed basis. Employees in this job class may be subject to pre-employment and random drug testing.