

MORGAN STATE UNIVERSITY

JOB SPECIFICATON



MT ELECTRICAL TRADES CHIEF I

Class Code: FLSA Code: N/E (Non-Exempt)
Pay Range: 12

JOB SUMMARY

Under general supervision, functions as a leader of a small to medium sized team involved in lower graded electrical trades work. Performs as a working member of the team with expertise in the assigned trades area, provides guidance and instruction or supervision to others, and has responsibility for project completion.

PRIMARY DUTIES

1. Organizes, assigns, and coordinates the technical maintenance work and installation services rendered by skilled, semi-skilled, and unskilled workers assigned to a multi trade work team.
2. Performs journey level work in the assigned trade; troubleshoots problems and performs maintenance and repairs.
3. Supervises and trains assigned personnel; assigns specific tasks and evaluates results.
4. Participates in performance evaluations and recommends areas for individual training and development.
5. Inspects completed job assignments for adherence to trade standards.
6. Prepares estimates of time, labor and materials; prepares bills of materials. Ensures that assigned projects adhere to time and cost estimates. Monitors work on site and notifies supervisor of problems, scheduling or deadline issues.
7. Prepares requisitions and obtains materials needed to complete assigned projects. Ensures cost effective use of materials allocated.

Morgan State University Job Specification
MT Electrical Trades Chief I
Page Two

8. Prepares a variety of special and recurring reports reflecting daily operations and project status.
9. Operates standard equipment including power and hand tools.
10. Ensures operational readiness and safety of work areas, tools, and equipment; conducts routine inspections; performs routine repairs and maintenance on equipment and tools.
11. Assists higher level supervisors in administrative tasks such as scheduling, occupational safety, security, and other workplace standards.

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: Six years progressively responsible experience in the trade(s) where assigned to include at least two years in a lead or supervisory capacity.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of and skill in the methods and techniques of the trade where assigned; of the OSHA regulations related to the trade area. Thorough knowledge of and skill in the practical application of electronics, hydraulics, and mechanics as used in maintenance work; of basic mathematics including area, volume, weights and the practical application of fractions, percentages, ratios and proportions; of the care and storage of equipment and supplies used in the area where assigned. General knowledge of the principles of supervision in the maintenance trades. Skill in the use and maintenance of the tools and equipment of the trade where assigned. Ability to read, interpret, and work from blueprints, schematics, drawings, and specifications; to communicate effectively both orally and in writing; to lead and train skilled and unskilled employees in assigned trade(s) work; to prepare summaries and reports; to work in, on, around, over and under fixed equipment and machinery; to work from ladders and scaffolding; to manipulate heavy equipment, tools, and supplies and/or exert force up to 70 lbs.; to concurrently manipulate multiple controls on machinery and equipment; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment.

Morgan State University Job Specification
MT Electrical Trades Chief I
Page Three

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.

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. Employees in this job class may be required to be trained to work with asbestos. Employees in this job class assigned to work with equipment containing CFC refrigerants must achieve and maintain valid certification in accordance with federal law.