General: Occidental College is a selective four-year private liberal arts residential college. It is a single hillside campus of 123 acres, 50 major buildings and just over one million square feet. During the academic year, over 1200 students live on campus, and during the summer, special events and conferences are housed on campus creating a seven-day a week support requirement.

POSITION SUMMARY

TITLE: Electrical assistant (Temp)

SALARY: $13.25/hr.

REPORTS TO: Utilities Supervisor

POSITION SUMMARY: Safely replaces lighting lamps, fixture cleaning, under the direction of Utilities Supervisor, and may assist other electricians in minor tasks within the maintenance specialty related to the interior and selected exterior electrical systems of the College including all interior and exterior lighting. This is an unskilled position.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

DUTIES TYPICALLY ASSIGNED:
1) Uses minimal hand tools for access (e.g. wrench, pliers, screwdriver), power hand tools (e.g. drill), and instruments (e.g. amprobes for safety) to safely perform all the basic duties related to replacing lighting lamps in interior and exterior locations.
2) Basic duties include replacing lighting lamps for fixtures. May also perform basic cleaning of electrical rooms and electrical cabinets as directed by higher rated Electrical technicians as part of the preventive maintenance program.
3) If needed, assists the higher rated Electrical technicians in the more complicated trouble shooting, and installation of systems involving the campus feeders, electric panels, transformers, oil filled circuit breakers, air break switches, emergency generators; installation of new and or replacement distribution cables and conduits, and installation of electrical support to energy control devices.
4) Receive and appropriately respond to specific instructions from immediate supervisor as to work assignments and quantity and quality of work expectations.
5) Maintain routine maintenance logs and records. Document maintenance and repair activities using the Department work order system. Keep track of own labor, materials and supplies used and report these on a timely and accurate basis.
6) Performs other duties as assigned, which may including moves, set-ups and special college events.

QUALIFICATIONS
MINIMUM QUALIFICATIONS: Able to bend, stoop, climb and lift and not afraid of heights. Requires moderate physical strength. Must have a pleasant interactive customer oriented personality. Read, write and understand directions in English. High School diploma, or GED equivalent. A valid California driver's license is required and must maintain College designated driver status. Able to work from 8:00a-4:30p M-F for up to two months.

DATE PREPARED: 1/25/19

APPLICATION INSTRUCTIONS

Please submit an application and resume to resumes@oxy.edu and write “Electrician Assistant” in the subject heading.

Satisfactory completion of a background check is required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.