ELECTRICIAN B
Facilities Management

POSITION SUMMARY

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 over one million square feet. Over 1200 students live on campus during the academic year, and during the summer, special events and conferences are housed on campus, creating a seven-day-a-week support requirement.

Safely performs moderate to high complexity 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 a fully qualified position.

SUMMARY OF DUTIES, RESPONSIBILITIES, AND GOALS

DUTIES TYPICALLY ASSIGNED:

1) Uses a variety of hand tools (e.g., wrench, pliers, screwdriver), power hand tools (e.g., drill, buffer), specialized power tools (e.g., wire puller), and instruments (e.g., Amprobe, circuit tester, and ohmmeters) to safely perform all the basic duties related to maintenance, repair, alteration and installation of interior and selected exterior electrical tasks including lighting. Includes 24v, 120v, 208v, 220v, 277v, and 480v circuits. Excludes any hands-on work on systems with voltages higher than 480v.

2) Primary duties include; reading schematics and blueprints, drawing simple circuits, replacing outlets and switches, changing out and installing lighting fixtures and lamps, installing new breakers and circuits, responding to trouble calls for electrical outages, and performing preventive maintenance work orders.

3) Works with outside contractors when needed.

4) Works with EMS contractors as needed, including integrating the existing campus electrical systems into the campus EMS.

5) In teamwork with HVAC technicians, installs controls units for energy management control systems (emcs).

6) Able to identify unsafe electrical panels and conditions on campus.

7) Trains the lower-rated electrical technicians in complicated troubleshooting procedures, system analysis, and installation of systems involving the campus feeders, electric panels, transformers, oil-filled switches, air break switches, and emergency generators; pulling of new and or replacement of distribution cables and conduits, and installation of electrical support to energy control devices.

8) Requires little to no guidance and direction on technical issues.

9) Receive and appropriately respond to specific instructions from immediate supervisor as to work assignments and quantity and quality of work expectations.

10) Maintain routine maintenance logs and records. Document maintenance and repair activities using the Department work order system. Keep track of your labor, materials, and supplies used and report these on a timely and accurate basis.

11) Workmanship is of the highest quality.

12) Performs other duties as assigned, including moves, set-ups, and special college events.

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QUALIFICATIONS

Minimum:

- Three years of experience in the electrical or related field.
- 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.
- Valid California driver’s license and must maintain College Authorized Driver status.
- Must be available for both remote and in-person after-hours response.

Preferred:

- High School diploma desired.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the position’s requirements to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Candidates advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, 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.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

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As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are 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.