

MAINTENANCE ELECTRICIAN/HVAC

GENERAL STATEMENT:

Installs, troubleshoots, and repairs electrical equipment and HVAC systems involving electrical work of a broad nature.

REPORTS TO:

Director of Plant Operations

OCCUPATIONAL GROUP:

Skilled Crafts

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR CERTIFICATION:

Electrical and /or AC license.

EXPERIENCE:

Ten (10) years working experience in the electrical and air conditioning field.

OTHER:

Knowledge and use of all required electrical tools and measuring and testing equipment for electric and A/C.

DUTIES AND RESPONSIBILITIES:

- Install and maintain HVAC.
- Install and maintain electrical equipment.
- Work on secondary voltage equipment.
- Work from wiring diagrams, code books, and similar documents.
- Change light fixtures, bulbs, and ballast when needed.
- Check and replace air conditioner filters as needed.
- Check all wall plugs and switches to make certain they are operable.
- Occasionally work with other trades.
- Check generators.
- Other duties as assigned by the Director of Plant Operations or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- May be required to lift, push, or pull fifty (50) pounds.
- May be required to climb a ladder.
- May be required to work after hours and weekends.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 06/22/09

JD216