

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Electrician Helper **SALARY GRADE:** WG-05
DATE REVISED: December 1, 2014 **EEO CODE:** 07
JOB CODE: 3009 **FLSA STATUS:** Non-Exempt
BARGAINING UNIT: SEIU, Local 32BJ

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: Under the direct supervision of the Electric Shop Supervisor, the incumbent performs minor electrical repairs and installations and replaces or installs lamps, ballasts and switches in accordance with the University's Lamp Replacement Program.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts include administrators, faculty, students and staff of the department and University. External contacts include vendors, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES:

- Performs minor electrical repair work under supervision.
- Assists Electrician or Lead Electrician with the installation and repair of electrical circuits and equipment for permanent and temporary wiring
- Completes work assignments and maintains record of lamps and ballasts replaced for University Lamp Replacement Program.
- Draws and carries electrical tools and materials for assignments.
- Ensures that worksite is clean after the completion of work.
- Performs other job-related duties as assigned.

CORE COMPETENCIES:

- Ability to lift and carry fifty (50) pounds, climb ladders and scaffolds, stoop and reach above head.
- Ability to follow oral and written instructions in a timely manner
- Ability to safely use applicable tools, machine, equipment, personal protective equipment in the performance of duties
- Competence in both oral and written English
- Ability to maintain harmonious working relationships with staff, students, faculty, University officials and the general public.

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MINIMUM REQUIREMENTS: High School diploma or GED and 1-3 years of responsible related work experience. Vocational or other technical school, training or apprenticeship beyond HS may be substituted for work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management