



CSU Bakersfield

Office of Human Resources

Mail Stop: 37 ADM
9001 Stockdale Highway
Bakersfield, California 93311-1022

(661) 654-2266
(661) 654-2267 Job Line
www.csub.edu/bas/hr

CSUB JOB ANNOUNCEMENT

Position Title:	ELECTRICIAN	
Recruitment #:	#2102	
Full/Part-Time:	Full-Time	
Employment Type:	Permanent	
Bargaining Unit:	R06	
Salary:	\$5,108 - \$6,597 per month	Non-Exempt
Department:	Facilities Management	
Available:	Immediately	
Special Conditions:	Background/ Fingerprint; Valid California driver's license or ability to obtain within 30 days of hire; Training and experience equivalent to journey-level skills.	
Sensitive Position:	Yes	
Posted:	December 9, 2016	
Closing Date:	For priority consideration, application materials must be received by <u>December 23, 2016</u>, however, the position will remain open until filled.	

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS

This position requires **(including those on campus)** submission of:

- A standard CSU, Bakersfield job application (download at: <http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html>)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Within the Business and Administrative Services Division, Facilities Management is responsible for creating and maintaining an environment that enables faculty and staff to fulfill the educational mission of California State University, Bakersfield through the continued maintenance of campus facilities and grounds, by providing services in a reasonable and timely manner, and by maintaining a quality oriented organization geared toward the enhancement of the educational environment.

Electricians are journey-level skilled trades workers responsible for the full range of skilled electrical work including the installation, maintenance, and repair of electrical apparatuses, equipment and systems. Provide support for all Electrical, electronic, signal, data and communications systems on campus.

DUTIES:

Electrical Work:

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.

- Clean, maintain and service tools and equipment used in the performance of duties
- Draws wire through conduit and completes necessary splicing, soldering, and application of friction tape
- Fabricate electrical parts
- Inspect completed work for conformance with specifications, requirements and compliance with applicable building and safety codes and regulations
- Inspect electrical work to ensure it meets quality requirements and specifications
- Inspect related work performed by contractors
- Installs and connects equipment to wiring systems
- Installs, maintains, alters, and repairs wiring, electrical devices, machinery and equipment
- Maintain and repair low voltage systems including fire, alarm and access systems
- Maintain stock and materials in the warehouse
- Measures, cuts, threads, bends, assembles and installs conduit
- Perform incidental welding as necessary to complete electrical work
- Replaces damaged or broken wires and cables
- Replaces faulty electrical components
- Tests malfunctioning electrical systems and equipment

Planning and Project Coordination:

- Consult and work with other trades workers.
- Draw diagrams and sketches of work to be performed
- Estimate cost, time and materials for electrical projects
- Select and prepare lists of materials for jobs

Recordkeeping:

- Maintain manual and/or computerized work records and maintenance management systems
- Maintain records and retrieve data related to work performed using manual and/or computerized record-keeping systems
- Prepare manual and/or computerized reports
- Prepare standard reports

Safety:

- Maintain a safe and clean work environment
- Perform all work in accordance with established safety procedures

REQUIRED QUALIFICATIONS:

- High School Diploma or equivalent
- Any combination of progressively responsible training and experience which demonstrates achievement of journey-level skills equivalent to that acquired through completion of a standard electrician's apprenticeship program.
- Possession of a valid driver's license or the ability to obtain by date of hire (***attach copy of driver license to employment application***).
- Ability to effectively communicate information in a clear and understandable manner, both verbally and in writing
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems
- Accurately estimate costs, supplies and materials needed for jobs
- All the skills, abilities and knowledge acquired through training and job experience necessary to perform as a qualified commercial Journey-level Electrician
- Analyze and respond appropriately to emergency situations
- Demonstrated ability to maintain a high degree of confidentiality
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism
- Ensure work is performed in sequence
- Computer skills and competence with a variety of computer applications including word processing, spreadsheets, databases, on-line systems, internet as well as online calendaring and email.
- Organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines

- Maintain records and retrieve data related to work performed using manual and computerized record-keeping systems
- Make rough sketches
- Must be able to assemble, install, maintain and repair electrical apparatuses
- Operate all applicable tools and equipment necessary to perform skilled electrical work
- Perform arithmetic calculations as required by the position.
- Prepare standard reports
- Read, interpret and work from blueprints, plans, drawings and specifications
- Thorough knowledge of applicable state and federal codes and regulations pertaining to the electrical trade, including the National Electric Code and Electrical Safety Orders of the Division of Industrial Safety of the State of California
- Thorough knowledge of electrical theory and the methods, materials, tools and equipment used in the electrical trade for the installation, maintenance and repair of electrical apparatuses, equipment and systems
- Thorough knowledge of English grammar, spelling and punctuation
- Working knowledge of effective supervisory practices and techniques
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures

SPECIAL CONDITIONS:

- Working on ladders at varying heights.
- Exposure to chemicals, fumes; noise from vehicle and equipment operation, dust, dirt, oil/grease, gases, and pollen.
- Working with or around machinery with moving parts.
- Subject to loud noises.
- Sitting, standing, and walking for extended periods of time
- Lifting, carrying, pushing, and pulling object(s) weighing up to 50 pounds.
- Occasional stooping, kneeling
- Repeated bending
- Dexterity of hands and fingers to operate grounds equipment and tools
- Repetitive use of wrists and/or hands
- Ability to maintain balance
- Reaching overhead, horizontally and above the shoulders
- Rapid mental/muscular coordination
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner
- Accurate depth perception
- Clarity of vision at varying distances to see small details and have color vision/distinguish shades
- Working with chemicals, tools, and powered machinery.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- Must be able to successfully pass a pre-employment background/fingerprint check.

PREFERRED QUALIFICATIONS: Attach copies of all certificates to employment application

- IBEW Certified Electrician
- California State Certified Electrician
- ICC Certified Commercial Electrical Inspector
- Five years of experience as a journey-level electrician
- Demonstrated skills in a college or university environment utilizing a customer-oriented and service-centered attitude.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at <http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html> and click on the “Job Status” icon link. **Applicants will not receive individual notifications.** Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.