



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

All Campuses
--------------

Created on: 2/10/2025 Revised on: 3/5/2025
-----------------------------------------------

Job Title	Salary Schedule	Grade	Job No.
<b>Maintenance Technician – Electrical I</b>	<b>E4</b>	<b>05</b>	<b>SS9804</b>
Direct Report	FLSA Status	Grant Funded	Tenure Track
<b>Building Maintenance Supervisor</b>	Non Exempt	No	Yes

**JOB SUMMARY:** The Maintenance Technician - Electrical is responsible for performing skilled electrical work, including installation, maintenance, troubleshooting, and repair of electrical systems and equipment. This role also involves general maintenance tasks across building, electrical, and mechanical trades to ensure the safe and efficient operation of facilities. The technician must adhere to applicable electrical codes and safety regulations while collaborating effectively with team members and other departments.

**QUALIFICATIONS:**

- ◆ Graduation from high school or GED certificate. **required**
- ◆ Three (3) years of experience in general maintenance work involving the building, electrical, or mechanical trades **required**
- ◆ Experience in servicing, troubleshooting, and installing electrical equipment **required**
- ◆ License in specific fields (i.e., contracting, plumbing, etc.) may be required for certain positions
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Knowledge of general carpentry and building repair
- ◆ Knowledge of the methods, materials, tools, and practices used in building, electrical or mechanical trades
- ◆ Knowledge of the applicable electrical standards and codes
- ◆ Knowledge of the occupational hazards and safety precautions of the electrical trade
- ◆ Ability to use and maintain the tools and equipment of the trades involved
- ◆ Ability to understand and follow oral and written instructions. Sufficient physical strength to permit the performance of manual tasks; ability to lift 50 pounds from the ground; ability to lift arms above the head
- ◆ Ability to walk for extended periods of time; ability to walk up and down stairs and climb up and down ladders

**DUTIES:**

- ◆ General carpentry, light electrical, light plumbing in remodeling existing facilities. Uses hand tools and carpentry tools to remodel/renovate
- ◆ Perform electrical repairs and maintenance necessary to ensure safe and continuous operation of support systems
- ◆ Installs and repairs conduit, wiring, etc
- ◆ Operates on occasion, such light equipment as forklifts, trucks, jack hammers, and loading equipment as may be provided to aid job accomplishment in accordance with the employee's competence
- ◆ Makes minor repairs and services autos, trucks, tractors, mowers, and other equipment
- ◆ Uses tractor as necessary
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related work as assigned

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

**Physical Demands:**

- ◆ **Mobility:** Regularly required to stand, walk, bend, kneel, crouch, and climb ladders or stairs
- ◆ **Manual Dexterity:** Frequent use of hands and arms to handle tools, equipment, and materials; ability to reach overhead and work in confined spaces
- ◆ **Lifting:** Ability to lift and carry materials and equipment weighing up to 50 pounds; occasional assistance may be required for heavier loads
- ◆ **Vision and Hearing:** Must have clear vision at close and distant ranges and the ability to distinguish colors; adequate hearing to safely work around equipment and identify potential hazards

**Work Environment:**

- ◆ **Setting:** Work is performed in various environments, including indoor facilities and outdoor areas, sometimes in confined spaces or at heights
- ◆ **Conditions:** Exposure to varying weather conditions, noise levels, and potential hazards such as electrical currents, moving mechanical parts, and chemicals
- ◆ **Schedule:** Standard work hours with potential for overtime, on-call duties, and emergency response as needed to address maintenance issues promptly
- ◆ **Safety:** Strict adherence to safety protocols, including the use of personal protective equipment (PPE), to mitigate risks associated with maintenance tasks

**Reviewed by:**

---

**Employee Signature**

---

**Date**