



Position Announcement: Electrician

Ford Center / Cox Business Convention Center Oklahoma City, OK

Position: Electrician
Reports to: Skilled Trades Manager
FLSA Status: F/T Hourly Exempt

Salary Range: \$18.00 - \$22.00 Per Hour

MAJOR RESPONSIBILITIES

- Performs work as a working supervisor, supervising electrical crews (apprentices, and others) and works as a lead man performing detailed tasks as assigned by the Skilled Trades Manager and/or Operations Director.
- Performs work required for the repair, maintenance, installation, and modernization of electrical systems for buildings, equipment and grounds, including lighting and ballasts.
- Performs work of a skilled variety demanding a high degree of manual dexterity and technical competency.
- Locates and determines electrical malfunctions using test equipment.
- Repairs malfunctions by such methods as replacing burned out elements, fuses, and replacing defective wiring, cleaning and repairing motors and associated equipment.
- Tests electrical equipment, such as, motors, heaters, and controls for safety and efficiency, using standard test equipment and by observing functions.
- Installs fixtures, wiring conduits, motors, and other electrical equipment.
- Inspects circuits for specified shielding and grounding.
- Replace faulty electrical components such as relays, switches, and motors.
- Diagnoses malfunctioning apparatus such as transformers, motors, and lighting fixtures and replaces damaged or broken wires and cables.
- Distributes and picks up power drops as needed.
- Climb ladders, work on scaffolding & hydraulic lifts, and work at heights up to 125 feet.
- Performs other duties as may be required and/or assigned.

JOB QUALIFICATIONS:

- Understand and communicate with both verbal and written skills. .
- Give clear and precise supervisory direction to subordinates
- Follow up on every aspect of work activities and personnel.
- Be a Team Player.
- Work unsupervised.
- Read and interpret schematics and blueprints
- PLC program and troubleshoot
- Troubleshoot Basic and Advanced circuits.
- Work in confined spaces.
- Understand color coding & differentiate between colored conductors.
- Prioritize and to handle multiple projects simultaneously.
- Interact with the public and with all levels of staff including management.
- Effectively supervise staff
- Sustain considerable physical effort at frequent intervals.
- Work with limited or no supervision.
- Practice safe methods and procedures for personal protection, protection of fellow workers and protection of the public.
- Demonstrate professional work ethics at all times
- Demonstrate professional courtesy to the public, customers, and fellow employees, at all times.

Personal Experience/Required Qualifications: (Note: Any acceptable combination of education, training, and experience that provides the above knowledge, abilities, and skills may be substituted at the discretion of the Skilled Trades Manager.)

- High school diploma, GED, or equivalent. Formal Electrical .vocational training preferred.
- Journeyman Electrician's License.
- Electrical/Safety training.
- Positive work history.
- Thorough knowledge of the electrical trade.
- Excellent organizational skills.
- Strong customer service skills.
- Professional presentation, appearance and work ethic.
- Requires initiative and ingenuity to analyze a situation and to make frequent technical decisions based on specifications and electrical codes.
- Requires ability to work flexible hours, including nights, weekends and holidays, in addition to normal business hours.
- Must have a valid Oklahoma Driver's License.

OTHER JOB DUTIES (Duties listed are not intended to be all inclusive or to limit duties that might be assigned):

- Performs related work as required or assigned by the Skilled Trades Manager or Operations Director.
- Knowledge, Abilities and Skills: (These are pre-employment knowledge, abilities and skills that apply to Essential Job Functions):
- Knowledge of the skilled trade of Electrician.
- Training and/or Education: Graduation from high school or possession of a GED certificate preferably including, or supplemented by, courses in the electrical trade.
- Experience: 2 Years experience as journeyman electrician preferred.
- Licenses or Certificates: Valid Oklahoma Driver's License and Journeyman Electrician's License.
- Special Requirements: None.
- Physical Demands: Work requires periodic heavy physical effort. While performing the duties of this Job, the employee is regularly required to use hand to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl to access electrical system. The employee must frequently lift and/or move up to 75 pounds. The employee is frequently required to walk. Abilities required by this job include close vision for inspection of electrical systems and electrical repairs. While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts; high, precarious places; outside weather conditions and risk of electrical shock. The noise level in the work environment may at times be very loud.
- Unusual Demands: Subject to "call back" in emergencies. On-call 24/7.
- Evaluation: Performance will be evaluated annually.

To apply:

Resumes, including cover letter may be submitted to:

Mailed to: Norbert Suchanek – SMG
One Myriad Gardens
Oklahoma City, OK 73102

Faxed to: 405-602-8550

Phone: 405-602-8556

SMG is an Equal Opportunity Employer

Date Opened: 8/15/08

Date Closed: