BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Head Working Electrician

DEPARTMENT: Physical Plant

FUNCTION: Provides electrical trade services for buildings, grounds and equipment.

REPORTS TO: Manager of Facilities

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Installs, maintains and repairs all electrical systems and equipment.
2. Prepares lists of supplies, materials and/or tools required to perform assigned jobs.
3. Follow good engineering and electrical code practices.
4. Maintains cleanliness and orderliness of electrical equipment spaces.
5. Assists in preparing College facilities for special occasions.
6. Follows sound safety procedures at all times.
7. Prepares related reports as required.
8. Performs additional tasks or duties as assigned by the Manager of Facilities or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: High School diploma, Vocational School education, or an appropriate apprenticeship; Electrician’s license required.

Experience: Minimum of 2 years of Electrician experience in construction/maintenance field.
Other:  In addition, must:

- Have a valid New Jersey driver’s license
- Be able to work any shift any day of the week
- Be able to lift up to 90 lbs.
- Be able to bend and kneel
- Be able to climb stairs and ladders, use hand tools, work in hot and cold temperatures, wear protective equipment including eye glasses, gloves, hard hat, and coveralls
- Be able to see small objects, work alone, and twist objects (pipes and tools)
- Read, write and speak English and understand material data sheets.

* Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.  

Submitted by:  
________________________  Date:  ____________
Name/Title

Approved by:  
________________________  Date:  ____________
Name/Title

Reviewed by:  
________________________  Date:  ____________
Human Resources

Board Approval:  
________________________  Date:  ____________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**