Electrician Assistant

**JOB PURPOSE**

Performs semi-skilled electrical work. Assists a journey electrician on major projects or independently performs more routine electrical work.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Measures, cuts, bends, threads, assembles, and installs electrical conduit (both EMT and rigid, and wiremold).

Measures, cuts, and installs wires into conduit and makes proper connections.

Splices wires by stripping insulation from terminal leads and twisting wires together, and applies tape or terminal caps.

Connects wiring to lighting fixtures and power equipment. Installs or replaces control and distribution apparatus such as switches and circuit-breaker panels.

Connects power cables to equipment, such as electric range or motor, and installs grounding leads.

Performs electrical repairs to include, but not limited to, outlets, switches, and ballasts; removes and replaces light fixtures; and repairs appliances and faulty equipment and systems.

Investigates circuits to determine source, voltage, load, zone, etc.

Tests continuity of circuit to ensure electrical compatibility and safety of components with testing instruments such as multi-meter, volt-ohm meter, amp-probe, etc. Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement.

Performs other semi-skilled electrical as assigned. Drives vehicle as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of electrical methods, practices, and have knowledge of the applicable building codes, regulations or ordinances.

Knowledge of and ability to use electrical materials, tools, equipment, and testing instruments such as multi-meter, volt-ohm meter, amp-probe, etc.

Ability to perform duties requiring frequent medium-heavy physical effort.

Ability to understand and follow oral and written instructions and to read and interpret drawings, blueprints and/or schematics.
Ability to use a computer.

Ability to work in safe and efficient manner.

Ability to make and work from measurements and to make mathematical computations required to complete assigned tasks.

**MINIMUM REQUIREMENTS**

**Education:** High school diploma or GED

**Experience:** One year experience in electrical installation and repair.

**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University.

**PHYSICAL REQUIREMENTS**

Standing, walking, sitting, driving, climbing, balancing, stooping, squatting, kneeling, crouching, crawling, grasping, pushing, pulling, twisting, bending, use hands to finger, handle, or feel; reach with hands and arms; lift and/or move up to 50 pounds; and close vision and color vision.

**WORKING CONDITIONS**

Spends most time indoors but possibility of exposure to hot or cold temperatures for one hour plus when working outdoors. Possible exposure to distracting/uncomfortable noise levels. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.