Electrical Specialist

**JOB PURPOSE**

Reviews and follows drawings, blueprints and construction specifications, installs troubleshooting and maintains circuits and equipment for telephones, computer networks, video distribution systems, security, access control systems, energy management, CaTV and other low voltage systems using hand/power tools and specialized tools/equipment.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Installs pathways and spaces for installation of low voltage wiring using construction documents and tools.

Installs, terminates and test wires and cables, both wire and fiber optic using specialized procedures and tools.

Installs, tests, troubleshoots and maintains cable systems using specialized tools and equipment.

Installs communications, sound distribution, video, voice and data systems using blueprints and construction documents using tools and specialized equipment.

Installs prefabricated systems such as lighting controllers, dimming systems, life/safety, energy management systems using manufacturer’s documentation, tools and testing equipment.

Performs other general building maintenance as needed.

Participates in the training of apprentices and/or other workers as needed.

Drives vehicle if needed.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of and ability to use materials, methods/principles and tools specific to the needs of the Electrical Specialist trade.

Ability to determine necessary tools and specialized equipment.

Ability to read and interpret drawings, blueprints and/or schematics.

Knowledge of applicable building codes, regulations or ordinances.

Ability to use a computer.

Ability to work in safe and efficient manner.
MINIMUM REQUIREMENTS

**Education/Experience:** Associates degree in electronics and two years verifiable experience OR High school diploma/GED with five (5) years verifiable experience.

**Licenses:** Valid driver’s license and ability to be insured by Indiana University. May be required to acquire and maintain a material-specific abatement certification, supervisor certification or other required certifications.

PHYSICAL REQUIREMENTS

Walking or standing for lengthy periods of time, lifting up to fifty (50) pounds, climbing ladders, squatting/kneeling, and reaching/grasping/fingering. There may be visual strain working in dimly lit areas.

WORKING CONDITIONS

Most time spent indoors but possible exposure to below-freezing and very hot temperatures, with the risk of bodily injury from mechanical parts, electricity, fumes, odors, heights and tight spaces. Eye-hand coordination, manual dexterity, color differentiation and balance are important.

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.