High Voltage Electrician

**JOB PURPOSE**

Perform routine, emergency, preventive maintenance and operational assignments relating to operation and/or maintenance of high voltage utility distribution systems. May perform some work to maintain campus lighting systems.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Complete repairs and installations to high voltage distribution systems such as: circuits, circuit breakers, transformers, emergency generators and their sub-systems. Utilizes skills such as: cable pulling and splicing, circuit switching procedures, high-pot testing and trouble shooting. Distribution systems include 12,470 volt and 5,000 volt systems.

Install, connect and maintain campus building transformers.

Assist contractors and Physical Plant employees with power outages and testing. Switch off/on high voltage circuits. Perform emergency repair of damaged circuits.

Maintain emergency campus generators by performing work such as: testing/fueling/repairing/maintaining campus building generators and oversee repair and maintenance of transfer switches.

May perform work related to campus lighting systems such as: changing light ballasts, relamping burned out elements, troubleshooting faults in lighting circuits, installing and maintaining circuit timers.

Participate in mandatory training sessions related to high voltage utility systems. Act as mentor and conduct on-the-job training of lesser skilled personnel.

Respond to emergency situations immediately and work quickly to correct the problem(s).

Perform other utilities related work or general maintenance work as needed.

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of and ability to use materials, methods/principles and tools specific to the needs of the High Voltage Electrician trade.

Knowledge of applicable building codes, regulations or ordinances.

Ability to work in a safe and efficient manner.
Ability to read, write and speak English fluently.

Ability to read and interpret blueprints, drawing, schematics and distribution circuit maps.

Ability to understand and follow oral and written instructions.
Ability to troubleshoot problems, effectively communicate and work as part of a team.

Ability to perform basic computer operations and use email utility.

**MINIMUM REQUIREMENTS**

**Education:** High school diploma or GED.

**Experience:** Certificate in high voltage electrician or lineman DOL apprenticed trade OR five (5) years verifiable journey level 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**

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 75 lbs multiple times per shift, fingering, talking, hearing, and seeing.

**WORKING CONDITIONS**

Working conditions require exposure to extreme hot or cold temperatures for one hour plus. Experiences long periods of standing and walking. Risk of bodily injury from mechanical parts, electricity, fumes, loud noises, odors, heights and tight spaces.

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.