**JOB DESCRIPTION**

**JOB TITLE:** Electrician

**JOB STATUS:** Part time, Temporary

**REPORTS TO:** Construction Manager

Under supervision of the Construction Manager, this position provides a variety of skilled and semiskilled tasks to examine, support, repair and renovate residential units, properties, buildings, grounds and equipment within the properties of Bering Straits Regional Housing Authority (BSRHA). This position works with the Construction Manager to promote preventive maintenance throughout BSRHA properties. The electrician must be able to work and listen to peers. They must be attentive and outgoing.

**ESSENTIAL FUNCTIONS:**

* Practice safe work practices during all work activities.
* Attend and participate in work related meetings, including but not limited to Safety Meetings.
* Professional conduct standards shall align with BSRHA’s mission statement to create of safe, decent, sanitary, affordable housing and subscribe to a person-centered service standard that treats each individual with dignity, respect, and cultural sensitivity.
* Have a vast knowledge with residential, commercial electrical works.
* Troubleshoot and repair various mechanical issues on multiple different kinds of machinery.
* Work with voltages ranging from 12 volt DC to 4160 volt AC.
* Work on both mechanical and electrical for new installs in a rapidly growing company.
* Perform scheduled preventive maintenance as necessary on all equipment and machinery which includes induction heaters, boilers, lights, and building maintenance.
* Perform preventive maintenance when needed in order to restore power.
* Explain problems and solutions to clients with varying, often limited technical knowledge.
* Perform removal and replacement of fuses, circuit breakers.
* Demonstrate the ability to complete special projects in a timely manner.
* Adhere to all policy and procedures in order to maintain safety and security.
* Maintain proper stewardship of materials, tools, and equipment according to company policy and guidelines.
* Assist colleagues and oversee multiple assigned projects as needed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* High School or GED graduate.
* Journeyman Electrician or Equivalent.
* Possess a valid Alaska Driver’s license and the ability to safely operate agency vehicles when needed.
* Knowledge of material, tools, techniques and terminology used in the building industry.
* Ability to read blueprints, schematics.
* Ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position.
* Utilize time management skills sufficient to independently set priorities, address needs in a timely manner and coordinate and complete several competing projects within established deadlines.
* Ability to perform job duties safely, with an emphasis on accident prevention.
* Ability to safely lift 70 lbs. and be in healthy physical condition.
* Must be willing to travel approximately 20-25% of the time within the region (length of time varies based upon workload but can be anywhere from daytrips thru 2 weeks).
* Must be able to estimate labor and materials needed, and scopes of work
* Required to work with staff to follow federal procurement guidelines (compare materials prices & demonstrate reasonable costs, submit receiving reports, stock and track inventory of commonly used items).

This job description doesn’t imply an employment contract, nor is it intended to include every duty, task, instruction, responsibility, or qualification for an employee assigned to this job. Other tasks may be assigned, based on business needs and management request. BSRHA reserves the right to revise this Job Description at any time and as often as necessary.

BSRHA is an Equal Opportunity Employer. Preference in the selection of qualified candidates will be provided to Alaska Native/American Indian candidates per applicable law.

**Approved By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature below acknowledges that I have received a copy of my job description, I have read and understand the requirements of the position any my supervisor has discussed it with me.

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Supervisor Signature Date