

Job Description

Position Title:	Electrician		
Business Unit:	Plant/Engineering Department	Status:	Full-Time Hourly (non-exempt)
Reporting to:	Director	Salary Range:	

Background:	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u></p> <p>The University’s Mission statement is “Inspiring knowledge, faith, and service through Christ-centered education.”</p>
Position:	<p>This position is part of our Plant/Engineering Department and is a 12-month 40+ hours a week position.</p> <p>The ideal candidate will have a state of Texas journeyman license or years of experience working in the electrical field.</p> <p>This individual will possess an understanding of the National Electrical Code and the ability to use the code book as a reference to ensure our facilities are code compliant.</p>
Responsibilities:	<p>This individual will be responsible for maintaining the following:</p> <ul style="list-style-type: none"> • Building lighting. • Exterior lighting. • Building electrical circuits, Feeder circuits and Building Service circuits. • Installation of new electrical equipment. • Trouble shooting electrical systems when problems occur. • Apply safe working methods that include proper PPE especially when working with energized circuits. • Supervise students that work as support staff. • Proper care and maintenance of all tools and equipment. • Communicating with supervisors on progress on work orders and problems that occur.

	<p><u>Office and Special Events</u></p> <ul style="list-style-type: none"> ▪ Manage the timing and coordination of office meetings. ▪ Manage the coordination and timing of departmental events. <p><u>Other Responsibilities</u></p> <ul style="list-style-type: none"> ▪ Duties as assigned.
<p>Requirements:</p>	<p><u>Primary Requirement</u></p> <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p> <p><u>Other Requirements</u></p> <ul style="list-style-type: none"> ▪ Strong interpersonal skills. ▪ Excellent communication skills – both oral and written. ▪ Demonstrate initiative, leadership, and abilities. ▪ Ability to manage multiple projects and timelines.
<p>Work Conditions & Environment:</p>	<p>Job Conditions: SWAU maintains a small maintenance staff and individuals are called to assist other staff members in maintaining the facilities. Working on A/C systems, Heating systems, and plumbing are common. Possessing skill in these areas are a plus and consideration will be given to candidates who are well rounded in their abilities to maintain all trades.</p> <p>Occasional: Occasionally it is necessary to work beyond the normal 7-5 Monday-Thursday and 7-12 on Friday a willingness to work when needed is expected.</p> <p>Environment: Frequent: Outdoor. Occasional: Indoor, Wet/Dry Conditions, Cold/Heat.</p> <p>Work Hours: 7-5 Monday-Thursday and 7-12 on Friday</p>
<p><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	