

**Electrician (Journeyman)**

**Plant Engineering**

St. Edward’s University of Austin, Texas invites applications for the position of Electrician (Journeyman). The primary purpose of this position is responsible for the construction, installation, modification, maintenance, and repair of electrical systems in accordance with local, state, and federal codes. Performs journey level work in the installation, maintenance, repair and service of electrical systems.

**Qualifications:**

* High school diploma or equivalent.
* Minimum three years of experience as a journey-level electrician and troubleshooting electrical systems.
* Texas Journeyman electrical license issued by Texas Department of Licensing and Regulation is required.
* Fully knowledgeable with all building power supply and distribution systems.
* Able to provide specifications, estimates and bill of materials for all electrical equipment installation and repairs.
* Must have the ability to follow both verbal and written directions in English; the ability to interact with students, faculty, administration, and staff in a professional and positive manner, as well as the ability to read and understand NFPA and ICC codes and OSHA guidelines, such as Material Safety Data Sheets, equipment safety data plates, fuel/chemical flash points, etc.
* Must possess an unencumbered driver’s license and the ability to successfully pass a criminal background check.
* Must have an excellent safety record.

**Essential Responsibilities**

* Operates, maintains, troubleshoots, and repairs, as required, building electrical equipment and fixtures consistent with manufacturer's guidelines, design parameters, and accepted practices.
* Ensure that all primary and backup systems and equipment are fully operational.
* Establish plans and procedures to maintain all equipment and systems.
* Evaluates installation conditions and quality to verify that they have been assembled and wired correctly.
* Maintains, makes operational repairs and performs preventative maintenance tasks for residential and commercial-type electrical equipment and fixtures.
* Prepare diagrams, schematics for installation or repair of electrical systems.
* Submits proper parts requests to procure necessary parts.
* Reads and interprets complex construction drawings, sketches, schematics and wiring diagrams to verify thoroughness and compliance with University standards along with local, state and federal code requirements.
* Perform routine building maintenance in support of non-electrical trades including but not limited to HVAC carpentry, plumbing, and locksmithing on various building systems on an as-needed basis.
* Completes paperwork accurately and on a timely basis ensuring accurate and up to date documentation is maintained in University CMMS.
* Performs other duties as assigned within the normal scope of the department’s responsibilities and the individual’s capabilities.

**SCHEDULE:** Daily schedule for this position is 7:30 am to 4:00 pm. This position may include occasional on-call duties to be available on short notice for urgent maintenance issues that arise on weekends and holidays. This is in rotation with other staff and compensated in accordance with the Facilities Standard Operating Procedures. The incumbent must be flexible to meet the departmental needs.

**Physical Requirements**

* Physically able to lift various materials up to 50 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

***For detailed information, please scroll to the bottom of the page to download the job description.***

**The University offers an excellent TOTAL REWARDS package!**

*Medical & Rx Coverage – UMR (HSA & FSA Available)*

*Dental – Sunlife Dental*

*Vision – Sunlife Vision Plan*

*Short Term Disability (STD) Insurance*

*Long Term Disability (LTD) Insurance*

*Life & Accidental Death & Dismemberment (AD&D) Insurance*

*Employee Assistance Program (EAP)*

*Pet Insurance*

*Annual Leave & Paid Sick Leave*

*Retirement Plan – (TIAA) Employee 5%/Employer Match 7%*

*Tuition Benefits*

*Paid Holidays*

*Services & Discounts*

**HOW TO APPLY**

Interested applicants should submit an online application at; <https://stedwards.applicantpro.com>. Please include ***resume, cover letter, and three employment references***. No Calls Please. Applications will not be considered if it is missing any of these three items.

***In your cover letter, please describe your lived experiences that prepare you to contribute to diversity and inclusion at St. Edward's University?***

**EQUAL OPPORTUNITY EMPLOYER:**

St. Edward's University, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.

**ABOUT ST. EDWARD'S UNIVERSITY**

Founded in 1885 by the Congregation of Holy Cross, St. Edward's University is a private, Catholic liberal arts institution of more than 4,600 diverse students located in Austin, Texas.  St. Edward's emphasizes critical thinking and ethical practices, as well as small classes, personalized learning and exciting internship opportunities.  The community atmosphere extends to the approximately 800 faculty and staff who work together to make the university a welcoming yet challenging environment for students.  An overview of St. Edward's University employee benefits is available at;

[https://www.stedwards.edu/human-resources/benefits-summary.](https://www.stedwards.edu/human-resources/benefits-summary.%20)

**Sponsorship:**

We are not offering sponsorship at this time.

**Background Checks:**

A criminal history background check is required for finalist(s) under consideration for this position.

Reference #: J202016955
Available: Immediately