

# Taylor Electrical Contractors, Inc.

## Job Description

Position:  
Service  
Electrician

Job title: Service Electrician

Work Location: various job sites

Full-time

Part-time

Exempt

Nonexempt

Essential Functions Include but are not limited to:

### Service Specific Functions:

- Maintain current electrician's license or identification card to meet governmental regulations.
- Wear approved attire for service department
- Knowledge of Commercial, Residential, and some Industrial electrical components
- Use scheduling system on iPad or tablet to dispatch, arrive, and collect payment from customers as needed.
- Follow a daily schedule and ensure to communicate with customer professionally.
- Communicate with the dispatcher & service manager when additional appointments are needed for a customer, or when equipment/material needs to be ordered.
- Ensure customer bill is entered correctly into system and handle customer information professionally
- Must be able to operate a company vehicle and pass our insurance company MVR.

### General Electrician Functions:

- Connect wires to circuit breakers, transformers, or other components.
- Repair or replace wiring, equipment, or fixtures, using hand tools or power tools.
- Assemble, install, test, or maintain electrical or electronic wiring, equipment, appliances, apparatus, or fixtures, using hand tools or power tools.
- Test electrical systems or continuity of circuits in electrical wiring, equipment, or fixtures, using testing devices, such as ohmmeters, voltmeters, or oscilloscopes, to ensure compatibility and safety of system.
- Use a variety of tools or equipment, such as power construction equipment, measuring devices, power tools and testing equipment, such as oscilloscopes, amp meters or test lamps.
- Plan layout and installation of electrical wiring, equipment, or fixtures, based on job specifications and local codes.
- Inspect electrical systems, equipment, or components to identify hazards, defects or the need to adjustment or repair, and to ensure compliance with codes.
- Direct or train workers to install, maintain or repair electrical wiring, equipment, or fixtures.
- Diagnose malfunctioning systems, apparatus, or components, using test equipment and hand tools to locate the cause of a breakdown and correct the problem.
- Prepare sketches or follow blueprints to determine the location of wiring or equipment and to ensure conformance to building and safety codes.
- Install ground leads and connect power cables to equipment, such as motors.
- Work from ladders, scaffolds, or roofs to install, maintain, or repair electrical wiring, equipment, or fixtures.
- Perform business management duties, such as maintaining records or files, preparing reports, or ordering supplies or equipment.
- Fasten small metal or plastic boxes to walls, to house electrical switches or outlets.
- Place conduit, pipes, or tubing inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.
- Advise management on whether continued operation of equipment could be hazardous.
- Construct and fabricate parts, using hand tools and specifications.
- Provide assistance during emergencies by operating floodlights or generators, placing flares, or driving needed vehicles.
- Perform physically demanding tasks, such as digging trenches to lay conduit or moving or lifting heavy objects.
- Provide preliminary sketches or cost estimates for materials or services.

**Education and/or Work Experience Requirements:**

- At least 18 years of age or older
- High School Diploma, GED, or equivalency; two years in apprenticeship program or an associate's degree; licensing may be required
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted safety practices
- Top 5 skills: troubleshooting, repairing, operation monitoring, critical thinking, and quality control analysis
- Top 5 abilities: recognizing a problem exists and asking for help, manual dexterity, visual color discrimination, finger dexterity, arm-hand steadiness

**Physical Requirements:**

- Ability to perform the essential job functions consistent safely and successfully with the ADA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, and other federal, state, and local standards
- Must be able to lift and carry up to 50 lbs
- Must be able to talk, listen and speak clearly on telephone

**Print Employee Name:**

**Employee signature:**

**Date:**