

UW HEALTH JOB DESCRIPTION

LEAD ELECTRICIAN

Job Code: 410043	FLSA Status: Non-Exempt	Mgt. Approval: W. Abbott	Date: 8.2018
Department: Maintenance & Engineering Services		HR Approval: K. Sawyer	Date: 8.2018

JOB SUMMARY

The nature of the services provided by this position may affect UW Health Patients, Visitors, Employees and departments. A wide variety of both internal and external relationships are involved in carrying out the duties of this position.

This position performs lead electrical duties for UW Health Electricians under the supervision of the Maintenance and Electrical Trades Supervisor for the Maintenance & Engineering Services Department at UW Health.

Maintenance & Engineering Services is committed to the highest standard of Customer Relations principles. Team members will serve as role models by practicing exemplary behaviors when working with patients, visitors and fellow staff members. The Hospital and Clinic operations environment requires quicker than normal response to system and equipment failures. The hours worked often require emergency response, frequently without immediate direct assistance from supervisor.

MAJOR RESPONSIBILITIES

Lead Duties

- Day to day lead for apprentices, assigned Electricians, and contractors.
- Meet regularly with supervisor to provide updated information on jobs in progress, scheduled work, and backlog.
- Report daily any manpower deficiencies.
- Estimate: materials, labor costs, etc. as requested/required by Maintenance & Engineering, UW Health, and/or its occupants.
- Order materials, tools, etc.
- Arrange for pick-up or delivery of materials, tools, etc.
- Assign Electricians to perform work.
- Insure that all necessary forms, permits, precautions, etc. are fulfilled prior to the start of all work.
- Communicate to staff the work to be done, suggest means or methods for timely completion of work.
- Provide technical support for staff.
- Follow progress of jobs to insure reasonable labor and material costs are maintained daily.
- Coordinate work in conjunction with other trades, maintenance staff, and occupants of service area.
- Receive and enter work orders into computer system.
- Respond to customer calls, report to supervisor problems.
- Review daily work order time slips turned in by craft workers to insure completeness and accuracy.
- Review completed service requests to insure completeness, accuracy, and included material costs.
- Attend meetings as requested by assigned Supervisor.
- Participate in the 24/7 emergency On-Call rotation

Layout and inspection of electrical projects

- Read blueprints.
- Compile material lists for project.
- Design and layout work in hop or on job.
- Equipment and shop upkeep.
- Organize materials.
- Inspect the work of outside contractors.
- Assist outside contractors in the layout of their projects.
- Participate as needed in design review and project coordination meetings.
- Coordination of projects with other trades to minimize impact to the facility.

Remodeling of UW Health buildings:

- Remove existing electrical material that is being replaced or is no longer needed.
- Install electrical circuitry including panelboards, circuit breakers, conduit, wire, switches, fuses, receptacles, lighting fixtures, motor starters, etc.

UW HEALTH JOB DESCRIPTION

- Make electrical connections to heating, ventilating, air conditioning, laboratory and other fixed and movable equipment.
- Install special electrical systems such as fire alarm, class bell, audio, audio-visual, control, clock, emergency, data, leak detection, nurse call, and alarm systems.
- Erect scaffold as needed.
- Work from and operate aerial lifts.

Maintain and repair electrical equipment and systems:

- Conduct preventive maintenance on assigned electrical systems such as elevators, fire alarm, emergency power, and variable speed drives.
- Repair electrical circuitry, apparatus and equipment as listed in B2, B3, B4.
- Inspect and repair equipment such as, surgical lights, coin changers, vending equipment, etc.

Direct and Instruct

- Direct and instruct apprentices.
- Direct and instruct assigned Electricians.
- Direct and instruct contractors.

Understand and create reports, policies and recordkeeping

- Understand the Policies & Procedures for the Department of Maintenance & Engineering Services as well as those of UW Health.
- Understand and create preventive maintenance and repair work reports to include material, FMIS/CMMS records, etc.
- Understand policies for and create reports for material and equipment stocking and repairs.
- Understand policies and procedures for work order and attendance timekeeping.

Other duties as assigned

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma or GED. Four year apprenticeship in Electrical Trade.
	Preferred	
Work Experience	Minimum	Two years' experience performing Journeyman Level electrical work.
	Preferred	Two years' experience performing Journeyman Level electrical work in a hospital setting.
Licenses & Certifications	Minimum	Journeyman Electrician in the state of Wisconsin or International Brotherhood of Electrical Workers
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Valid Driver's License. • Knowledge of all methods, procedures, practices and tools of the Electrical trade. • Ability to read and interpret blueprints, schematics and diagrams. • Possession of good customer service skills. • Proficient with Microsoft Office Applications.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

UW HEALTH JOB DESCRIPTION

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.				
PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time	
<input type="checkbox"/> Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible	
<input type="checkbox"/> Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight	
<input type="checkbox"/> Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#	
<input checked="" type="checkbox"/> Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#	
<input type="checkbox"/> Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#	
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.