

LICENSED ELECTRICIAN

The Housing Authority of the City of Wilmington is accepting applications for a Licensed Electrician. Salary based on qualifications. Applicants must submit a letter of interest, current resume, copy of license and references to Licensed Electrician Search, Attention Human Resources Department, PO Box 899, Wilmington, NC 28402

General Statement of Position:

The position of Licensed Electrician (Electrician) is responsible for the maintenance, installation and repairs of all electrical systems within the Housing Authority of the City of Wilmington (WHA) affordable housing inventory. This position will be responsible for the testing of systems and recommending corrective actions necessary to resolve electrical issues. Working in coordination and collaboratively with the Site Property Manager, Assistant Property Manager – Maintenance and the Maintenance Coordinator, the Electrician will be responsible for maintaining records and files, requisition supplies and procurement actions necessary to resolve any and all electrical issues beyond the scope and skills required for this position. The work of the Electrician will be scheduled through the Maintenance Coordinator. The Electrician will report to the VP/COO. This is an Exempt Position.

Duties and Responsibilities:

1. Assemble, install, test and maintain electrical or electronic wiring, equipment, apparatus and fixtures, using hand tools and power tools.
2. Diagnose malfunctioning systems, apparatus, and components to located the cause of breakdown and correct the problem.
3. Connect wires to circuit breakers, transformers or other components.
4. Inspect electrical systems, equipment and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
5. Advise management on whether continued operation of equipment could be hazardous.
6. Test electrical systems and continuity of circuits in electrical wiring, equipment and fixtures, using testing devices such as ohmmeters, voltmeters to ensure compatibility and safety of systems.
7. Repair or replace wiring, equipment, and fixture.
8. Place conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas and pull insulated wires through the conduit to complete circuits between boxes.
9. Fasten small metal or plastic boxes to walls to house electrical switches or outlets.
10. Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment.
11. Maintain current electrician's license to meet governmental regulations.
12. When requested, provide training to maintenance staff on basic electrical repairs and/or mentor staff by providing hands on instructions.

Knowledge, Skills and Abilities:

1. Must have an Electrician License Certification and maintain it based on local, state and Federal requirements.
2. Knowledge of electrical systems including planning additions or modifications on secondary circuits.
3. Ability to use appropriate tools and diagnostic equipment to repair, install, replace and test 1000 volts and below electrical circuits, equipment and appliances.
4. Use tools applicable to the trade

5. Ability to diagnose and repair electrical controls, industrial motor control centers and programmable logic controllers for secondary systems 1000 volts and below.
6. Ability to read commercial electrical blueprints and apply NEC through the full range of commercial and industrial maintenance and construction work.
7. Ability to read and understand, follow and enforce safety procedures.
8. Ability to install and maintain motors, lighting fixtures, generators, circuits' breakers, and transformers as appropriate to the position.
9. Must have a valid North Carolina Driver's License

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.