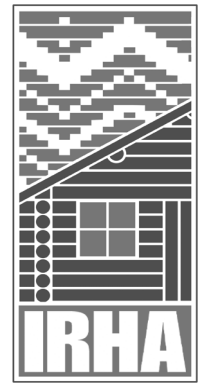


INTERIOR REGIONAL HOUSING AUTHORITY
828 27TH Ave. Fairbanks, AK 99701
907-452-8315 907-456-8941 FAX



Job Description

Title: Electrician [Commercial/Journeyman]
Grade Range: DOE
Department: Construction Department
Supervision: Electrical Administrator

Primary Duties:

95% - Commercial/Journeyman Electrician

- Under the general supervision of the Electrical Administrator, assists in the development of construction project budgets as they relate to electrical work.
- Coordinates work with Electrical Administrator, warehouse, and clients regarding electrical construction/rehabilitation work to homes.
- Coordinates with Warehouse to complete work orders/material lists and ensures that appropriate materials are available for work to be completed.
- Troubleshoots a wide range of problems to include electrical systems, and advises the Construction foreman and Electrical Administrator as necessary.
- Completes projects as directed, to include new home/rehabilitation electrical work.

5% - Other duties as assigned.

- Independent judgment is exercised in all areas of this position and work is performed with little or no supervision. Incumbent is responsible for performing duties in compliance with established local, state, and federal laws, rules and regulations, and the policies and procedures of the Interior Regional Housing Authority.

Knowledge, Skills and Abilities:

- Thorough knowledge of current National Electrical Codes [NEC] and amendments by local entities and the State of Alaska.
- Thorough knowledge of, and skill in implementing construction principles, techniques and systems applicable to residential construction in the Alaska Interior region.
- Knowledge of people and area to be served.

- Skill in working independently in an environment where independent judgment must be exercised rapidly, the ability to deal with constant interruptions and constantly changing deadlines and priorities, while maintaining a calm demeanor.
- Ability to communicate effectively both verbally and in writing.
- Ability to plan, schedule and direct the work of others.
- Ability to travel by different means of transportation and work for extended periods of time in remote sites.

Minimum Qualifications:

- Commercial Journeyman's License issued by the State of Alaska.
- Three years experience performing construction related activities in electrical construction.
- Satisfactory physical condition to perform the tasks necessary to this position.
- Applicant must be able and willing to travel extensively in the performance of this position, regardless of the time of year.
- Valid State of Alaska driver's license.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. However, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Physical Requirements:

Regularly required to sit; talk or hear, both in person and by telephone; and repetitively operate, handle and maneuver office equipment. Frequently required to stand and walk maneuver at least 25lbs (materials and supplies). Specific vision abilities required by this job include close vision and ability to adjust focus. The ability to travel frequently to remote areas and walk for several hours at a time.

Working Conditions:

Some work is performed in the administrative office environment with quiet to moderate noise level. Work is also performed in various remote communities when meeting with village clientele, frequently involving limited resources and inclement weather conditions. Travel to remote communities by small aircraft and/or other motor vehicles.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.