# Housing Authority of the Cherokee Nation
## Human Resources Job Description

### Job Title: ELECTRICIAN

**SUMMARY:** Plan’s layouts, installs and repairs wiring, electrical fixtures, apparatus, and control equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
Include the following, other duties may be assigned.

- Plans new or modified installations to minimize waste of materials, provides access for future maintenance. Avoids unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes.
- Prepares sketches showing locations of wiring and equipment. Follows diagrams and blueprints. Ensures that concealed wiring is installed before completion of future walls, ceilings, and flooring.
- Measures, cuts, bends, threads, assembles, and installs electrical conduit.
- Pulls wires through conduit.
- Splices wires by stripping insulation from terminal leads, twisting or soldering wires together and applying tape or terminal caps.
- Connects wiring to lighting fixtures and power equipment.
- Installs control and distribution apparatus such as switches, relays, and circuit-breaker panels.
- Connects power cables to equipment, such as electric range or motors and installs grounding leads.
- Tests continuity of circuit to ensure electrical compatibility and safety of components with testing instruments such as ohmmeter, batteries, buzzers, and oscilloscope.
- Observes functioning of installed equipment or system to detect hazards and need for adjustments,

**PREPARED BY:** HUMAN RESOURCES
**DEPARTMENT:** AS ASSIGNED
**REPORTS TO:** AS ASSIGNED
**PREPARED DATE:** 6/21/2007
**1ST REVISION DATE:** 2/22/2021
**FLSA STATUS:** NON-EXEMPT
**PAY RANGE:** BASED ON EXPERIENCE, AND CERTIFICATION

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Employees are held accountable for all duties and responsibilities of this job.
relocation, or replacement.

Repairs faulty equipment and systems.

Prepares as-built drawings after completion of projects and assignments.

SUPERVISORY RESPONSIBILITIES: None.

RESPONSIBILITIES/ACCOUNTABILITIES: The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.

Medium to Heavy (Assignments Received in broad terms with timelines and objective sets. Sets work procedures, priorities, levels of responsibility and objectives.)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education Requirements: Associates degree from a 2-year college or technical school; or or two years course coursework from a 4 year college or university; or three years related experience; or equivalent combination of education and experience.

Experience Requirement: An additional 5 years’ experience in an electrical field is required.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers and employees.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentage, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS: None required.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or scheduled form.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a state commercial electrical license and required bond. Must also have a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating. CDL Preferred.

OTHER SKILLS AND ABILITIES: Embraces and implements the Jobs/Language/Community
HACN strategy.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually moderate.