

## **Byler Holdings LLC**

201 Iron Valley Drive Lebanon, Pa. 17042

### **Maintenance – Electrician**

Job Title: Electrician

Location: All Properties

Pay Grade:

Department: Maintenance

Status: 12 months – Full Time

Reports to: Facilities Manager, Director of Operations – Byler Real Estate

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### **General Scope of Responsibilities:**

Investigate electrical problems; diagnose electrical problems, and repair electrical equipment in all facilities. Plan and execute installation of electrical equipment. It is the employee's responsibility to represent Byler Holdings LLC with the utmost respect and integrity today and in the future.

### **Essential Functions:**

- Ability to work with high voltage (1kV or greater) and low voltage (below 1kV).
- Maintain all electrical equipment on all properties making sure they are safe, efficient and prepared for use by employees and community.
- Identify electrical and electronic control systems through observation and preventative maintenance methods and react to those observations by repairing, utilizing other maintenance staff or recommending the needs for outsourced services.
- Reviews or examines requirements for equipment installations (amperage, voltage, wire size, disconnects, etc.) as determined by the National Electrical Code (NEC) to provide safe operation and energy efficiency
- Supports maintenance and custodial staff in a cooperative, team approach.

### **Other Functions:**

- Mechanical aptitude or ability to be flexible in job requirements other than those of an electrician.
- Must be willing to work flexible hours, including nights and weekends if necessary.
- Must be willing to react to change productively and complete other essential tasks as assigned.
- Employee is subject to reassignment to other duties in response to special events, needs or emergencies.
- Other duties as requested or assigned.

### **Qualifications:**

- High School Diploma
- Current Driver's License
- Minimum 5 years' experience as industrial/commercial electrician.
- Electrician License Preferred

### **Special Skills:**

- Ability to use electrical test equipment – multi-meters (voltage, amperage, ohms, continuity, etc.)
- Electrical wiring capabilities to manage problems with the building's electricity
- Ability to analyze schematic drawings and electrical wiring diagrams.
- Knowledge in the National Electrical Code (NEC)
- Ability to work independently with minimal supervision or as part of a team.
- Ability to use computer technologies efficiently, i.e.; electronic mail, internet, word and spreadsheet programs for communication, research or documentation purposes.

### **Physical / Mental / Environmental:**

- **Physical Demands:**
  - Ability to perform manual tasks requiring moderate physical strength and dexterity, i.e.; ability to lift approximately seventy-five (75) to one hundred (100) pounds, climb ladders to approximately forty (40) feet, operate hydraulic lifts to approximately forty- (40) feet high.
  - Ability to work indoors in normal use areas, crawl spaces, above ceilings, pits (i.e.: electrical, water, sewer).
  - Ability to work outdoors in normal use areas, confined spaces (i.e.; pump houses, attics)
- **Sensory Abilities:**
  - Able to use hands handle or feel objects, tools.
  - Ability to talk and hear.
  - Must have vision abilities that include close vision, color vision and ability to adjust focus.
- **Temperament:**
  - Must be courteous, helpful and cooperative in relationships with apartment residents, management, supervisors, fellow workers, and visitors/public.
- **Mental Demands:**
  - Ability to follow oral and written instructions involving work requests, technical specifications, operations and maintenance information.
  - Ability to use initiative in work assignments, making repairs as required.
- **Environment:**
  - Job may include exposure to hot temperatures, cold temperatures.
  - Job may include sudden change in noises, slippery surfaces, rain or snow.