

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-20-19

Closing Date: Open until filled



POSITION TITLE: Electrician

DEPARTMENT: Facilities Management

Position Summary:

Under general supervision of the General Foreman, troubleshoots and repairs electrical controls. Lays out and installs new electrical service including panels, breakers, disconnect and switches. Assists with maintenance and repair work in plumbing and HVAC systems. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Installs and maintains various types of motors, lighting fixtures, generators, circuit breakers and transformers.
- Installs and monitors performance of installed electrical equipment for hazards, adjustments or replacements.
- Installs grounding leads.
- Interprets blueprints; works from sketches or verbal instructions.
- Lays out, assembles, installs, tests, repairs, and adjusts electrical fixtures, apparatus, equipment, wiring and new services to include panels, breakers, and conduit.
- Monitors motor transformers, and places lighting fixtures into position and completes circuits according to diagram specifications.
- Repairs, install, replaces and tests electrical circuits, equipment and appliance using appropriate tools and testing instruments.
- Troubleshoots and repairs electric controls, motor control centers and programmable logic controls.
- Orders electrical supplies, maintains adequate stock to repair electrical problems.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Assists in installing plumbing equipment, such as faucets, water irrigation systems and hot water heaters using a wide variety of different plumbing techniques.
- Modifies and repairs water and waste disposal systems by clearing stoppages in sewer lines, drainpipes and fixtures.
- Diagnosis malfunctions in the systems and replaces defective component parts.
- Measures, cuts, seams, threads, fits and assembles pipe; caulks and wipes joints; solders copper piping at joints and seams, spreads and shapes copper with cloth. Installs pumps, valves, controls and fittings; locates and marks spot for opening in walls, ceiling and floors through which pipe or equipment is to be installed; hooks up equipment with proper supports, hangers or foundations, and makes required alignments and adjustments; tests systems or equipment after installation.
- Locates broken, worn, damaged, or poorly operating wiring, fixtures, controls and equipment through visual checks or with a small variety of test equipment such as multi-meters and test lamps. Replaces bad or worn switches, relays and outlets by unscrewing or cutting wiring from connections, inserting the replacement, and splicing, tightening, and soldering wiring to connections.
- Installs or rearranges light fixtures, switches, and outlets by following schematic drawings that provide the exact work specifications, i.e., the location where the electrical wiring is to be hooked onto the installed system, the type and placement of the electrical device to be installed.
- Assists to make repairs and adjustments to heating ventilation and refrigerated air systems
- Maintains and documents work completed for all work orders and input into Benchmate.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.

- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

High School or GED. Two years of experience with advanced electrical and maintenance functions. Journeyman Electrical preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge and understanding of electronics, low-voltage wiring, electrical systems, low voltage troubleshooting, repair, and termination of various cables.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to learn and understand small network systems, and small electronic testing equipment.
- Ability to understand and follow all safety precautions.
- Ability to read, write, understand and follow written and verbal instructions as required with successful follow through.
- Ability to be dependable in attendance and job performance.
- Ability to work independently with minimal supervision.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.