



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> ELECTRICIAN II		<b>JOB CODE:</b> ELT4
Business - Government		<b>EEO:</b> 7
Non-Exempt	Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

Responsible for installing and maintaining electrical systems, which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Install and maintain electrical systems up to 110-220-440 volts daily.
2. Work with blueprints, must comply with state and local codes monthly.
3. Work with conduit, electrical boxes for switches and outlets and junctions, pull wire or cable through conduit, and connect to circuit breakers, transformers and other components daily.
4. Join wire and cover with connectors (use solder gun) daily.
5. Install coaxial or fiber optic cables that are electrical related daily, weekly, and monthly.
6. Install telephone-computer wiring and equipment, connect motors to electrical power daily for new equipment.
7. Rewire and replace fuse boxes with circuit breakers, repair motors, transformers and generators daily/monthly and during annual maintenance.
8. Provide most preventative maintenance repairs such as circuit breakers, fuses, switches, and install new electrical equipment daily as it arrives to the facility.
9. Drill holes, set anchors, measure, bend and install conduit on a daily basis.
10. Install, connect and test wiring, outlets and switches as defined in a preventative maintenance program every 3 months.
11. Set up and draw diagrams for electrical systems; work with schematics daily.
12. Work at all level of heights daily.
13. Change ballasts on a weekly basis.
14. Perform other duties as assigned within the scope of this job description.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside customers Interfaces with inside customers
Freedom to Act	Subject to general input from supervisor Subject to regular review by supervisor



**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. High School Diploma or equivalent, GED.

**ESSENTIAL:**

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**EXPERIENCE:** None Listed

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Ability to adhere to the chain of command.
2. Knowledge of blueprint reading.
3. Knowledge of low voltage systems.
4. Good use of hand tools and testing equipment (volt meters, test lamp, etc.)
5. Have training in math, electricity, mechanical drawing, science and shop.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Sub-zero to hot/humid temperatures.
2. Confined spaces.
3. Noisy gaming floor.
4. Smoking environment.
5. All levels of heights.