Bemidji State University invites applications for the position of:

**ELECTRICIAN**

**AFSCME POSTING**

**CLASSIFICATION:** Electrician Lead (PCN 00140090)

**OPENING DATE:** December 30, 2019

**BID CLOSING DATE:** Monday, January 6, 2020 at 4:30 p.m.

**CLOSING DATE:** Tuesday, January 21, 2020, at 11:59 p.m.

**WORK DAYS & HOURS:** Unlimited Full-time; Monday – Friday 7:00 a.m. - 3:30 p.m.

**POSITION PURPOSE**

Under general supervision, an employee in this class performs and directs others in performing skilled installation, alteration, maintenance and repair of electrical wiring, apparatus and equipment used in communications, lighting and power including but not limited to high voltage switch gear, transformers, transmission lines for low voltage distribution, secondary sub-panels, alarm and signal circuits, electrical power plant control systems, and standby generators according to specifications in the National and State electrical codes and National Electric Safety Code. An employee in this class trains and directs the work of licensed electricians, laborers, maintenance employees, and occasionally student workers. They may direct and inspect the work of contract employees, including other licensed electricians. Perform related work as required.

Job offer is contingent on a successful criminal background check conducted through the MN Bureau of Criminal Apprehension. The incumbent must also possess a valid driver’s license and be able to pass a driving history background check.

**PRINCIPLE RESPONSIBILITIES:**

1. Coordinate and monitor the operation of all electrical equipment and controls so that peak efficiency is maintained by working with all other departments on campus. Work assignments are created and reviewed to ensure projects are complete. Ensure all state and federal codes and inspections are met and apply for all state inspections on projects. Percent of Time: 40%

2. Coordinate and monitor the operation and testing of all campus life/safety systems and emergency generator. All life/safety and emergency generator systems are maintained to provide campus-wide safety at all times. Percent of Time: 20%

3. Coordinate and monitor the refrigeration department and keep all refrigeration, air conditioning and chiller equipment operating efficiently by scheduling operational maintenance duties for equipment. Systems are maintained and operational to provide peak efficiency by scheduling operational maintenance duties for equipment. Percent of Time: 15%
4. Maintain and repair electronic, energy management and audio visual equipment. Implement and maintain a program of preventive maintenance as developed by the Chief Power Plant Engineer to minimize interruptions of service and/or expensive repairs for all equipment using manufacturer’s specifications and Universities experience. Electronic, energy management and audio visual equipment is maintained and repaired. Preventative maintenance is scheduled and implemented to maintain peak efficiency and safety with a minimum of downtime and expense. Percent of Time: 15%

5. Prepare estimates for supplies and equipment to provide an accurate needs assessment to Power Plant Chief. Coordinate with contractors on all major repairs and safety tests to minimize inconvenience to students and staff. Estimates and expenditures documents are developed to accurately reflect projects for budgeting purposes. Contractors are notified when repairs and safety tests are needed to avoid unnecessary downtime. Percent of Time: 10%

MINIMUM QUALIFICATIONS: (To facilitate proper crediting, please ensure that your application / resume clearly demonstrate fulfillment of the following minimum qualifications.)
- Must be registered with the Department of Labor and Industry as a Class A Master Electrician.
- Leadership skills sufficient to provide lead work direction that includes prioritizing and assigning job duties, directing, guiding and reporting on work activities of assigned staff.

PREFERRED QUALIFICATIONS:
- Knowledge of State and National Electrical codes and National Electric Safety code and standard electrical practices, techniques, materials and tools sufficient to ensure that work and materials comply with codes, to instruct others and verify that their work meets code, and to select appropriate supplies, materials and work methods and apply them to electrical projects.
- Knowledge of electrical tools and equipment, safety standards and procedures sufficient to perform work efficiently and safely.
- Knowledge of construction plans, blueprints and electrical specifications sufficient to interpret, modify and follow them to complete installation, alteration, maintenance and repair of electrical systems and equipment sufficient to advise other licensed electricians and others on more effective techniques and work procedures to complete electrical projects.
- Knowledge of shop math sufficient to estimate labor and material costs for planned projects.
- Ability to maintain and repair hand tools sufficient to ensure their ability and safe operation for electrical projects.
- Ability to maintain electrical project records of time and materials sufficient to report daily, weekly, and monthly progress of electrical projects.
- Knowledge of and experience working with diverse populations.

ENVIRONMENTAL CONDITIONS:
More than 20% of the time: Electrical shock
Less than 20% of the time: Extreme heat; exposure to weather; extreme cold; high, exposed places; moving mechanical parts; noise; radiant energy; toxic or caustic chemicals; wet/humidity; vibration

PHYSICAL FACTORS:
Constant: Walking; simple grasp.
Frequent: Carrying; climbing; crouching; firm grasp; kneeling; lifting above shoulder; lifting above waist to chest; lifting below waist; pulling; pushing; reaching; repetitive arm motion; squatting; standing; stooping; twist/pivot; color vision; depth perception; near, mid-range and far vision; field of vision; visual accommodation; hearing.
Occasional: Balancing; crawling; feeling; fine manipulating; reclining; repetitive foot motion; sitting;
APPLICATION INFORMATION:

**Internal Bid Process** - Open for Bids from eligible BSU AFSCME members from 12/30/2019-1/6/2020. Any current employee interested in this position and eligible to bid should submit a bid application by 4:30 p.m. on Monday, January 6, 2020, to the Human Resources Office, Deputy 350. This form is found on the Human Resources website at: [https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/](https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/)


If you are unable to apply online, please contact the job information line at 651.259.3637
For additional information about the application process, go to [http://www.mn.gov/careers](http://www.mn.gov/careers)

**Note:** Internal bid applications will be considered prior to filling the position via the public application process and, therefore, may be closed due to contractual obligations.

If you have general questions about this posting or submitting an internal bid or application, contact Teresa Hanson, at [teresa.hanson@bemidjistate.edu](mailto:teresa.hanson@bemidjistate.edu)

If you have questions about the position, contact Ricky Richter at [Ricky.Richter@bemidjistate.edu](mailto:Ricky.Richter@bemidjistate.edu).

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safely Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.*

UNIVERSITY / COMMUNITY

**WHY BEMIDJI:**

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.
Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our websites at: http://www.bemidjistate.edu

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

Bemidji State University is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.