



# BRISTOL BAY

HOUSING AUTHORITY

## Job Description: Journeyman Electrician

### Position Classification

Non-Exempt, Full-Time Regular

### Position Location

Bristol Bay Housing Authority (BBHA) Dillingham

### Organizational Relationship

- *Under the guidance of the Electrical Administrator.*
- Reports directly to the Project Manager.

### Position Overview

The Journeyman Electrician is responsible for performing journeyman-level electrical work on designated BBHA construction and rehabilitation projects in accordance with the National Electrical Code. This position plays a crucial role in ensuring that all electrical installations and maintenance are carried out efficiently and safely.

### Key Responsibilities

- **Electrical Construction and Maintenance:**
  - Perform day-to-day electrical activities in the construction and maintenance of BBHA structures and facilities.
  - Read and understand conduit drawings, schematics, and specifications.
  - Install, repair, and maintain breaker boxes, electrical outlets, light switches, lighting fixtures, electrical wiring, fuses, generator systems, and switch gears.
  - Conduct seasonal preventative maintenance work, including wiring boilers, service changes, and general repairs to ensure facilities are in good repair.
  - Troubleshoot a wide range of electrical problems and communicate findings to the Construction Superintendent and Project Manager.



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- Inspect projects to ensure compliance with environmental, safety regulations, and other related regulations.
- Test electrical equipment and ensure proper maintenance of equipment on project sites.
- **Project Coordination:**
  - Assist the Project Manager in developing construction project budgets related to electrical work.
  - Coordinate with the Project Manager, and clients on electrical construction and rehabilitation work to homes.
  - Collaborate with Planning & Procurement Manager, and Construction Superintendent to complete work orders/purchase orders for necessary supplies and materials.
- **Regulatory Compliance and Safety:**
  - Perform all duties in compliance with local, state, and federal laws, regulations, and BBHA policies.
  - Maintain a safe and secure construction site, enforcing all safety regulations and protocols including waste disposal.
  - Report project status, risks, and issues to the Project Manager and/or the Construction Superintendent.
  - Maintain thorough documentation of completed work and compliance with relevant codes.
  - Safely operate equipment and tools on project sites, ensuring adherence to safety protocols.
- **Team Management and Training:**
  - Foster a collaborative environment among staff, promoting teamwork, effective communication, and a culture of continuous improvement.
  - Provide on-the-job training and mentorship to maintenance staff, enhancing their skills and knowledge.
  - Support staff development and address any performance issues as they arise.



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### Qualifications

- **Education:** High School Diploma or equivalent required.
- **Experience:**
  - Minimum 8,000 hours of verified hands-on electrical work adhering to National Electrical Code (NEC) standards.
  - Current State of Alaska Journeyman Electrician Certificate of Fitness.
- **Skills, Knowledge, and Abilities**
  - Strong understanding of the National Electrical Codes (NEC) and local regulations of electrical principles, techniques, and systems relevant to residential construction in the local area.
  - Ability to read blueprints and write specifications related to procurement of materials.
  - Strong leadership abilities with the capacity to motivate and lead a team.
  - Strong problem-solving and organizational skills, with the capacity to manage multiple projects and priorities simultaneously.
  - Understanding of safety regulations and building codes.
  - Ability to manage multiple tasks and priorities effectively.
  - Strong problem-solving skills and ability to assess and troubleshoot electrical malfunctions.
  - Basic understanding of electrical circuits, devices, and machinery.
- **Personal Attributes:**
  - Committed to addressing the unique housing needs of the Tribal community.
  - Dependable, proactive, and committed to delivering high-quality service.



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- Strong work ethic, problem solving and decision-making capabilities.
- Ability to maintain composure and professionalism under pressure.

### **Physical Requirements**

- Ability to physically walk, climb, and travel to construction sites, including in remote communities.
- Ability to work in various weather conditions.
- Required to stand, walk, talk and use hands repetitively to operate construction tools and other equipment is required.
- Regularly required to lift up to 75 pounds.
- Ability to work at heights safely.

### **Working Conditions**

- This position is performed at a variety of construction sites both indoors and outdoors.
- This position involves exposure to chemicals, noise, dust, and other construction-related hazards.
- This position may require travel to various tribal communities.
  - Must be able and willing to travel in small, unpressurized aircraft to travel to construction and other work sites within the Bristol Bay villages.

### **Application Process**

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience as related to the Journeyman Electrician role.

This job description outlines the essential functions and expectations for the Journeyman Electrician position, focusing on effective planning, direction, and coordination of all development activities and ensuring project maintenance requirements are met.

*Indian Preference in Hiring under PL 93-639*