



**POSITION ANNOUNCEMENT**  
**General Maintenance, Electrician**  
**Brownwood, Texas**

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Howard Payne University does not discriminate based on race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test at any time.

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**Job Title:** General Maintenance, Electrician

**Department:** Facilities

**Reports To:** M.E.P Supervisor

**FLSA Status:** Full-Time non-exempt staff with benefits, including tuition waivers

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**Expectation and Condition of Employment** - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas, seeks to employ evangelical Christians who are dedicated to teaching and service as they model the principles of the Christian faith and the University's sincere religious beliefs.

Howard Payne University (hereafter, University) is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian mission and purpose of Howard Payne University and must support the University's affirmation of traditional Christian and Baptist beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church. As a condition of employment, employees are paid by Direct Deposit.

Your signature on this job description indicates your understanding and affirmation of the statements above.

**Mission Statement** - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

**Core Values of Howard Payne University** - Seeking to engage the life of the mind and the life of the Spirit, Howard Payne University affirms that:

- God is the loving creator of all things and the author of all truth;
- Because God is the author of all truth, open inquiry is an act of intellect and of faith and is to be wholly embraced;
- Because open inquiry is an act of intellect and of faith, such efforts must proceed from rigorous academic standards and genuine commitment to Jesus Christ as Savior and Lord;

- For open inquiry to contain rigorous academic standards and genuine Christian commitment, there must be at all times a supportive learning environment that affirms human dignity for all as created in the image of God; and
- Committing oneself to the teachings of Jesus will result in Christ-centered, God-honoring and humanity-serving life choices characterized by honesty, integrity, healthy lifestyles and personal responsibility.

**Job Summary:** Provide general of University property by performing the Essential Duties and Responsibilities and meeting the physical requirements listed in the Job Description.

**Minimum Requirements:** A Journeyman's or Master's Electrician license is required. Three years of directly related experience is preferred. Must be at least 21 years of age and maintain a valid Texas driver's license to drive any vehicle, including personal vehicles, on behalf of the University.

**Application Procedure:** Submit an Employment Application (available at: [www.hputx.edu/jobs](http://www.hputx.edu/jobs)), to:

Bill Fishback  
Associate VP for Business and Human Resources  
Howard Payne University  
1000 Fisk Avenue, Suite 210  
Brownwood, TX 76801  
E-mail: [hr@hputx.edu](mailto:hr@hputx.edu)

**Application Deadline:** Until position is filled



## JOB DESCRIPTION

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**Job Title:** General Maintenance, Electrician  
**Department:** Facilities  
**Reports To:** Joey McKenzie, M.E.P. Supervisor  
**Classification:** Full-Time Non-Exempt Staff  
**Prepared By:** Roger Dewell, Director of Facilities  
**Prepared Date:** June 17, 2019  
**Approved By:** Mr. Bill Fishback, Associate Vice President for Business and Human Resources  
**Approved Date:** June 17, 2019

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**Job Summary** - General maintenance of university property by performing the following duties following safety protocols prescribed by the University.

**Essential Duties and Responsibilities** include the following. The M.E.P. Supervisor or Director of Facilities may assign other duties.

1. Proper development and operation of all campus electrical systems.
2. Perform routine preventative maintenance of electrical systems on a scheduled basis.
3. Perform routine tests and inspections of all critical and non-critical electrical systems.
4. Properly install, repair and/or troubleshoot all electrical systems, including but not limited to: Emergency/non-emergency lighting systems, telephone wiring, fire alarms, clock systems, facilities management systems, all other high and low voltage electrical equipment and systems.
5. Must be familiar with and able to follow and comply with state and local electrical code requirements.
6. Plan new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes.
7. Prepare sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring concealed wiring is installed before completion of future walls, ceilings, and flooring.
8. Measures, cuts, bends, threads, assembles, and installs electrical conduit.
9. Pulls wiring through conduit.
10. Splices wires by stripping insulation from terminal leads, twisting or soldering wires together, and applying tape or terminal caps.
11. Connects wiring to lighting fixtures and power equipment.
12. Installs control and distribution apparatus such as switches, relays, and circuit-breaker panels.
13. Connects power cables to equipment, such as electric range or motor, and installs grounding leads.
14. Tests continuity of circuit to ensure electrical compatibility and safety of components with testing instruments such as ohmmeter, battery and buzzer, and oscilloscope.
15. Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement.
16. Repairs faulty equipment or systems.
17. Assists other Facilities departments as needed and directed by the M.E.P. Supervisor or Director of Facilities

**Supervisory Responsibilities** - This job has no supervisory responsibilities.

**Competencies** - To perform the job successfully, an individual should demonstrate the following competencies:

1. Modeling Christian Faith in the Workplace - Displays a proven record of modeling the Christian faith in the daily operations of the University. Is committed to continuing to model the Christian faith in a manner consistent with the University's Mission Statement and Core Values.

2. Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
3. Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
4. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
5. Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
6. Customer Service – Effectively manages difficult or emotional situations with co-workers and/or students; Responds promptly to student needs; Solicits feedback from students and others to improve effectiveness; Responds appropriately to requests for service and assistance; Meets commitments.
7. Interpersonal Skills - Focuses on solving conflict, not blaming others; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
8. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
9. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
10. Teamwork - Balances department and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of the department above his/her own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
11. Visionary Leadership - Displays passion and optimism; Inspires respect and trust and motivates others to perform well; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and students. Exhibits confidence in self and others; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
12. Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
13. Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
14. Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves University resources.
15. Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.
16. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds University values.

17. University Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports the University's Mission Statement and Core Values; Benefits the University through outside activities; Supports affirmative action and respects diversity.
18. Strategic Thinking - Develops strategies to achieve the University's Mission Statement while embracing the University's Core values; Understands the University's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.
19. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
20. Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
21. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes and schedules other people and their tasks; Develops realistic action plans.
22. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
23. Quality of Work - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
24. Quantity of Work - Meets productivity standards and completes work in timely manner. Strives to increase productivity and works quickly.
25. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
26. Adaptability - Adapts to changes in the work environment; manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
27. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
28. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
29. Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
30. Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Qualifications** - To perform this job successfully, an individual must be able to perform each Essential Duty and Responsibility listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

1. Education and Experience - A Journeyman's or Master's Electrician license is required. Three years of directly related experience is preferred.
2. Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the University.
3. Math Skills - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
4. Reasoning Ability - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
5. Computer Skills - To perform this job successfully, an individual should have a good working knowledge of commonly used Internet browsers and Microsoft Outlook and Word software.
6. License – As a minimum, this employee must maintain a valid Texas Journeyman Electrician's license. Must be at least 21 years of age and maintain a valid Texas driver's license to drive any vehicle, including personally owned vehicles, on behalf of the University.
7. Other Skills and Abilities – Must be able and willing to be "on call" as occasionally scheduled and respond to "after hours" service calls as needed.
8. Physical Requirements - The physical demands described here are representative of those that must be met by an employee to perform the Essential Duties and Responsibilities of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

While performing the duties of this job, the employee is frequently required to walk and sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand and be able to smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds while carrying work related supplies and equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

9. Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to high, precarious places and outside weather conditions. The employee is regularly exposed to the risk of electrical shock and vibration, fumes or airborne particles, and toxic or caustic chemicals used in the cleaning and maintenance of University grounds, buildings and mechanical systems. The employee is occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat. The noise level in the work environment is usually loud.

By my signature below, I confirm I have read, understand, and can meet all of the expectations and physical requirements in this Job Description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date