Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges’ (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association’s Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

The College is currently searching for an experienced full-time Lead Electrician, who will be responsible for installation, repair and maintenance of high or low tension electrical systems for light, HVAC, power and communications in or on buildings and structures. Supervise assigned personnel in the installation, repair, replacement and maintenance of apparatus, equipment and electric wiring circuits for buildings according to the provisions of Local, State, National Electric code and/or Department specifications.

Essential Functions:

- Examines, repairs, reassembles and maintains electrical components and/or systems (e.g. motors, circuits, transformers, generators, compressors, switches, intercom systems, etc.) for the purpose of ensuring a safe working condition;
- Analyzes blue prints, schematics, and drawings of electrical systems for the purpose of determining the efficient installation of new or upgraded systems;
- Diagnoses causes of electrical problems or failures for the purpose of identifying equipment and/or system repair;
- Coordinate with assigned trades for the purpose of completing projects & work orders efficiently. Assigns & inspect the work of Electricians & trades helpers. Inform personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health & building regulations;
- Makes field inspections to inspect electrical systems & their components for the purpose of evaluating condition, identifying necessary repairs& recommending preventive maintenance. Plans & develops work schedules, equipment usage schedules, and procedures for equipment maintenance;
- Installs electrical system components (e.g. lighting, alarms, electrical panels, switches, circuits, scoreboards, timers, street signs, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities;
- Monitors the electrical work of outside contractors for the purpose of insuring that the projects are satisfactory completed and within specifications. Consults with staff personnel, contractors, inspectors & manufactures representatives in connection with department work;
- Determines material & labor estimates. Requests equipment & supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair. Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition. Transports a variety of tools, equipment & supplies for the purpose of ensuring the availability of materials required at job site;
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information;
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions;
- Responds to emergency situations during & after hours for the purpose of resolving immediate safety concerns;
- Performs other related duties as assigned for the purpose of ensuring the efficient functioning of the work unit.

**Qualifications Requirements:**

- High School/vocational School diploma plus successful completion of an approved electrician training program or certified apprenticeship program in the electrical trade;
- Minimum 8 years working as an Electrician are required
- New Jersey Qualified Journeyman Electrician license is strongly preferred;

**To Apply:** Send letter of application, resume, salary requirements and names/contact information of three professional references.

Department of Human Resources  
81 Sip Avenue, Mezzanine Level  
Jersey City, NJ 07306  
E-mail: Resumes@hccc.edu  
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:  

*As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.*

HCCC IS AN EEO/AA EMPLOYER