



**Position Announcement: Electrician**

**Jackson Convention Complex**

**Jackson, MS**

**JOB TITLE: ELECTRICIAN**  
**DEPARTMENT: OPERATIONS**  
**REPORTS TO: DIRECTOR OF OPERATIONS**  
**FLSA STATUS: HOURLY, NON-EXEMPT**

Responsible directly to Director of Operations for the operation and maintenance of all electrical equipment in and around the building such as motors, fans, mobile equipment, batteries, emergency generator, control panels, lamps, fuses and supplies. Also, assists as necessary with special event productions.

#### **MAJOR RESPONSIBILITIES**

- Troubleshoots all electrical malfunctions.
- Repairs, in conjunction with other systems personnel if necessary, all inoperable electrical equipment and circuits.
- Maintains adequate spare parts and supplies. Posts monthly count to inventory records.
- Picks up parts and supplies when necessary from MRO and local vendors.
- Develops and follows preventive maintenance schedule for all electrical machinery, equipment and wiring.
- Performs new installations upon request.

#### **SPECIAL EVENT RESPONSIBILITIES**

- Is on-hand to assist the facility and client technical personnel.
- Responsible for good operating condition of all lights, circuits and machinery prior to event. Able to advise on event technical requirements and act accordingly.
- Responsible for illuminating building prior to event and shutting off all lights afterwards, bearing spectator's safety and client needs in mind.
- Makes repairs where possible without obstructing spectator traffic.
- Assists with special event preparations and post-event needs as deemed necessary; e.g., set-ups, clean-up, etc.

#### **QUALIFICATIONS:**

- Graduation from high school/Graduation from a two-year resident course which included classes in AIC - DC motors, equipment, wiring, controllers, solid state controls, residential, commercial and industrial electricity.
- Electrical certification and three years practical experience.
- Journey man's license preferred.

#### **TO APPLY:**

This position offers a competitive salary and benefit package. Resumes must include salary requirements for consideration and may be sent to [dflippen@jacksonconventioncomplex.com](mailto:dflippen@jacksonconventioncomplex.com).

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