

**GRADE: 9NE**

**POSITION TITLE: ELECTRICIAN**  
**BUREAU: AUXILIARY SERVICES**  
**DIVISION: BUILDINGS**

**REPORTS TO: DIRECTOR**  
**SUPERVISES: NONE**

**POSITION SUMMARY:** Performs duties to maintain electrical systems for all facilities.

**FUNCTIONS OF THE JOB:**

**Essential Functions:**

- 1) Perform ballast replacement.
- 2) Remove, repair and/or install light fixtures.
- 3) Replace, repair and/or install electrical motors, starters, fans, belts, vacuum pumps for steam heating (repair and maintenance of bearings, sensors and gauges), etc.
- 4) Perform new electrical construction including wiring and conduit installation.
- 5) Evaluate and repair other electrical apparatus such as equipment panels, security systems, magnetic locks and smoke alarm systems for all locations.
- 6) Install electrical panels and outlets including wiring and conduit.
- 7) Calibrate voltage according to capacity capability.
- 8) Perform H.V.A.C. maintenance including but not limited to bearing replacement, coil cleaning, relays and electrical parts related to A/C systems.
- 8) Comply with revisions from time to time after mutual consultation.
- 9) Regular, punctual attendance is required.

**Marginal Functions:** None identified

**Physical/Visual Activities or Demands:** **Physical/Visual** activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Walking, Stooping, Bending, Climbing, Balancing, Kneeling, Crawling, Grasping, Talking.
- 2) Clarity of vision at 20 inches or less and 20 feet or more with the ability to adjust the eye to bring objects into sharp focus, and judge distance and space relationships. Identify and distinguish colors.
- 3) Exert up to 25 pounds of force frequently.

**Environmental/Atmospheric Conditions:** Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Somewhat disagreeable working conditions. Exposed to elements such as dust, heat, cold and/or high voltage to the extent of being objectionable at times.

**POSITION QUALIFICATION REQUIREMENTS:**

**Knowledge:**

High school education plus trade or technical school in electrical maintenance or equivalent.

**Experience:**

Minimum of three years in electrical maintenance or equivalent with intermediate mathematics skills and working knowledge of transformers and HVAC.

**Skills and Abilities:** Skills and abilities which may be representative but not inclusive of those commonly associated with this position:

- 1) Apply common sense understanding to carry out instructions furnished in written or oral form.
- 2) Ability to recognize and handle possible hazardous conditions.
- 3) Ability to read blueprints and schematics.
- 4) Ability to verbally communicate effectively.
- 5) Ability to work independently.

**Machines, Tools, Equipment and Work Aids** which may be representative but not all inclusive of those commonly associated with this position:

Hand Tools, Power Tools, Hydraulic Benders, Voltage Testers, Amp Probe Tester, Ohm Meter.

**License(s)/Certification(s) Required:** Electrician Certification and Valid Driver's License.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk which denotes linkage only to marginal function(s)

Original Evaluation	Revised By	Revised By	Revised By	Revised By
DM: 11/97	MG: 12/01	MG: 12/03	MG: 3/04	