

## **Electrician**

### **Purpose Statement**

The job of Electrician is done for the purpose/s of providing electrical services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading electrical systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Operations Manager

### **Essential Functions**

- Analyzes blueprints, schematics, and drawings of electrical systems for the purpose of determining the efficient installation of new or upgraded systems.
- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of electrical problems or failures for the purpose of identifying equipment and/or systems repair.
- Informs 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 and building regulations.
- Installs electrical system components (e.g. lighting, electrical panels, switches, circuits, scoreboards, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.
- Monitors electrical systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of electrical systems.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs electrical components and/or systems (e.g. motors, circuits, transformers, generators, compressors, switches, intercom systems, cafeteria kitchen equipment, etc.) for the purpose of ensuring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electrical systems; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems including control/balancing these systems; and blueprints and schematics.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working independently and with interruptions;.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

### **Required Testing**

Physical Capacity Assessment

### **Certificates and Licenses**

Valid Driver's License & Evidence of Insurability  
Journey Level Certificate

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**