

## JOB DESCRIPTION

### JOB TITLE: Electrician

Report Identification Code: edmelc

**Job Purpose Statement:** The job of "Electrician" is done for the purpose of maintaining electrical systems and components in safe operating conditions; identifying locations of existing electrical systems; providing information on proper operation of electrical systems; and determining the efficient installation of additional systems.

### Essential Job Functions:

- \* **Analyzes** drawings, schematics, and systems for the purpose of identifying existing electrical systems and determining the efficient installation of additional systems.
- \* **Diagnoses** problems and/or failures in electrical systems for the purpose of identifying repair and replacement needs to maintain equipment and systems.
- \* **Installs** electrical systems including communications for the purpose of maintaining them in safe operating condition.
- \* **Maintains** tools and equipment for the purpose of providing availability and safe, operational condition necessary to ensure completion of work activity in a timely manner.
- \* **Prepares** written documentation for the purpose of providing written support, accountability and conveying information.
- \* **Procures** materials, supplies and/or equipment for repair work for the purpose of ensuring availability to complete assignments in timely manner.
- \* **Repairs** electrical systems and components for the purpose of ensuring proper and safe operation of equipment.
- \* **Responds** to emergency situations for the purpose of resolving immediate safety and operational concerns and preventing further damage to property.
- \* **Transports** materials, tools, supplies and/or equipment for the purpose of providing items at job site as required to complete work activity.

### Other Job Functions:

- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- \* **Attends** training and/or classes for the purpose of maintaining skills and meeting credential requirements.
- \* **Coordinates/assists** maintenance staff, personnel and/or contractors for the purpose of completing projects and/or work orders efficiently.

### Job Requirements - Qualifications:

- \* **Experience Required:** Job-related experience within specialized field with increasing levels of responsibility; proficiency with fire alarm systems, possess a working knowledge of low and high voltage systems (480/277 v); industrial and commercial experience.
- \* **Skills, Knowledge and/or Abilities Required:**

*Skills to:* operate and maintain tools and equipment relating to electrical systems; read and interpret plans, blueprints and/or schematics; perform algebra and geometry; administer appropriate assessment instruments and techniques; perform multiple specialized/technical tasks; use English in both written and verbal form to communicate effectively with staff, contractors and/or the public; and plan and manage projects.

*Knowledge of:* methods and use of materials, tools and equipment used in electrical trade; appropriate building codes, safety practices, systems components; and basic computer operations.

*Abilities to:* adhere to safe work practices; prepare and maintain accurate records; apply pertinent codes, policies, regulations; and/or laws; understand and carry out oral and written instructions; adjust to flexible work assignments; work accurately with minimal supervision; work under time constraints; interact with persons of different age groups and cultural/educational backgrounds; work cooperatively with others; and meet deadlines and schedules; able to work in confined areas.

*Significant physical abilities include* walking/standing for prolonged periods, lifting/carrying/ pulling, stooping/kneeling/crouching, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/color vision, exposure to temperature changes/weather conditions/ mechanical and electrical hazards; **working in tight spaces, climbing ladders and working at varying heights.**

- \* **Training Required:** Proficiency in trade
- \* **Education Required:** High school diploma or equivalent
- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability; Journeyman Electrician License