

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Electrician 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
17316.0 Building Maintenance Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. - 4:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
90	Utilizes knowledge of National Electric Code (NEC) to install, troubleshoot, modify, maintain, & repair electrical wiring systems, fixtures, controls & equipment (e.g., electric panels, overhead circuits, underground conduits, motors, appliances, fans, transformers, heating & cooling equipment, fire & other alarm/security systems, elevators & switches). Installs & replaces lighting fixtures (e.g., light bulbs, ballasts, switches, fuses, exterior & perimeter lighting). May be required to lift up to 50 lbs. repeatedly. Wears protective clothing/equipment (e.g., insulated gloves, eye protection, steel-toed shoes) as needed for safety. Reads sketches and blueprints to estimate costs & order supplies.	Knowledges of (1) safety practices (e.g., formal electrical safety regulations & procedures compatible with OSHA standards & requirements); (2) National Electrical Code*; (3) Ohio Safety & Health Assoc. guidelines*; (4) Red Cross safety practices; (6) fire code*. Skills in (7) operation of electrical tools (e.g., volt, amp, ohmmeters, power pipe & conduit threader; drill press; grinder). Ability to (8) read blueprints &/or schematics; (9) apply principles to solve practical everyday problems; (10) read technical manual & instructions; (12) stand, walk, bend continuously; (13) lift up to 50 lbs. repeatedly; (14) move limbs/fingers easily to perform manual functions repeatedly; (15) move whole body in continuous or heavy labor.
10	Performs other related duties as assigned (e.g., semi-skilled carpentry, painting, & plumbing; water treatment); prepares reports and maintains logs; orders parts; maintains inventory of electrical supplies; ensures compliance with security regulations; may operate heavy equipment (e.g., backhoe, trencher, forklift).	Knowledge of 1, 3, 4, 7 Skill in (16) operation of heavy equipment (e.g., backhoe, trencher, forklift)*. Ability to 9, 10, 13, 14, 15.

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Richard M. Hickmeyer 06-27-03

POSITION CONTROL NUMBER
17352.0

CLASS TITLE
Electrician 1

CLASS NUMBER
52281

Apd 7-2-03 CB