100-100U

POSITION DESCRIPTION

		AGENCY/DEPT ID DAS106495
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005769

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Electrician 1	20005759 Building Maintenance Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 06 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 3:00 p.m. TO: 11:30 p.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Utilizes knowledge of National Electric Code (NEC) to install, trouble-shoot, 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); lifts up to 50 lbs. repeatedly; wears protective clothing/equipment (e.g., insulated gloves, eye protection, steel-toed shoes) as needed for safety; reads sketches & blueprints to estimate costs & order supplies; responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back; required to wear pager &/or carry cell phone; assists skilled trades manager in completing project estimates.	Knowledge 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*; (5) fire code*. Skill in (6) operation of electrical tools (e.g., volt, amp, ohmmeters, power pipe & conduit threader, drill press, grinder). Ability to (7) read blueprints & schematics; (8) apply principles to solve practical everyday problems; (9) read technical manual & instructions; (10) stand, walk, bend continuously; (11) lift up to 50 lbs. repeatedly; (12) move limbs/fingers easily to perform manual functions repeatedly; (13) move whole body in continuous or heavy labor; (14) respond to systems emergency situations on 24X7 basis; (15) carry cell phone or wear pager.
25	Performs other maintenance & miscellaneous duties as assigned (e.g., semi-skilled carpentry, painting, & plumbing; water treatment): prepares reports & maintains logs; orders parts; maintains inventory of electrical supplies; ensures compliance with security regulations; may operate heavy equipment (e.g., backhoe, trencher, scissor & boom lifts, & forklift).	Knowledge of 1*, 3*, 4* Skill in 6, (16) operation of heavy equipment (e.g., backhoe, trencher, forklift)*. Ability to 8, 9, 10, 11, 12, 13
	This position has been designated as essential	*developed after employment

JOB CODE TITLE Electrician 1

JOB CODE 52281

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/a	12/13/10

Appl 12.13.10 aa