

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

POSITION NUMBER
20005770 (17354.0)

JOB CODE TITLE
Electrician I

JOB CODE
52281

State County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Electrician 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005777 (17607.0) Air Quality Technician 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
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, fan, 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; assists skilled trade's 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 Association 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.
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, scissors, boom lifts, forklift).	Knowledge of 1*, 3*, 4*, 6 Skill in (14) operation of heavy equipment (e.g., backhoe, trencher, forklift) Ability to 6, 9, 11, 12, 13 *developed after employment

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven /aw

7/31/08

apal 850808