

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS106495

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Properties & Facilities

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005770

Reclassification     New Position     Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Electrician 1 / Maintenance Repair Worker 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

See Table of Organization

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 06

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 7:00 a.m.

TO: 4:00 p.m.

Report in location and work hours subject to change

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| %  | Job Duties in Order of Importance   | Knowledge, Skills & Abilities  |
|----|---|--|
| 50 | <p>Installs, troubleshoots, modifies, maintains &amp; repairs electrical wiring systems, fixtures, controls &amp; equipment in all state owned &amp; leased buildings within General Services Divisions' responsibility; maintains &amp; utilizes knowledge of National Electrical Code &amp; National Fire Protection Association standards in all work assignments; installs, troubleshoots, modifies, maintains &amp; repairs electrical wiring systems, fixtures, controls, devices &amp; equipment (e.g., electric panels, overhead circuits, underground conduits, motors, appliances, fans, transformers, heating and cooling equipment, fire &amp; other alarm/security systems, elevators, switches); installs &amp; replaces lighting fixtures (e.g., light bulbs, ballasts, switches, fuses, exterior &amp; perimeter lighting); wears personal protective equipment &amp; clothing as required for safety; reads sketches, blueprints &amp; technical diagrams to troubleshoot, repair or modify electrical systems or equipment; estimates &amp; plans required work for completion; provides technical support &amp; assists in development of preventive maintenance programs &amp; procedures to maintain all facility electrical systems, equipment &amp; devices; writes work orders &amp; records work performed (e.g., labor hours, associated cost &amp; materials used); orders parts, equipment &amp; materials; maintains inventory of electrical supplies; may operate heavy equipment (e.g., backhoe, trencher, forklifts, scissor &amp; boom lifts); responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back.</p> | <p>Knowledge of (1) first aid, CPR &amp; industrial safety regulations/procedures relating to job duties( e.g., formal electrical safety regulation, OSHA standards, NFPA standards)*; (2) electrical &amp; fire code requirements (e.g., NEC, OBBC, Ohio fire code); (3) Material Safety Data Sheets; (4) basic math plus fractions, decimals &amp; percentages; (5) electrical trade; (6) building maintenance repair; (7) inventory control* Skill in (8) use of tools &amp; equipment associated with general building maintenance repairs; (9) use of tools &amp; equipment associated with electrical repairs (e.g., volt, amp, ohmmeters, power pipe &amp; conduit threaders/benders, drill press, grinder, hand tools); (10) operation of heavy equipment (e.g., backhoe, trencher, forklift)* Ability to (11) read technical manuals, blueprints &amp; schematics; (12) understand procedures &amp; solve practical, everyday problems; (13) stand, walk or bend continuously; (14) lift, push, pull or other wise move up to 50 lbs. repeatedly; (15) move limbs/fingers easily to perform manual functions repeatedly; (16) move whole body in continuous or heavy labor; (17) carry out detailed but basic written or oral instructions; (18) recognize safety warnings &amp; take appropriate action; (19) work alone on most tasks &amp; cooperate with co-workers on group projects; (20) obtain &amp; maintain valid drivers license; (21) respond to systems emergency situations on 24 X 7 basis.</p> <p>* developed after employment.</p> |

JOB TITLE  
Electrician 1

JOB CODE  
52281

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Randall Howard/ce*

6/21/13

*apd 6/24/13 al*

