

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
20005759 Building Maintenance Supervisor

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

Page 1 of 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

POSITION NUMBER
20005771

JOB CODE TITLE
Electrician 1

JOB CODE
52281

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
75	<p>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); 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 & orders supplies; assists skilled trades manager in completing project estimates.</p>	<p>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*. Skills 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.</p>
25	<p>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 and boom lifts and forklift).</p> <p>This position has been designated as essential.</p>	<p>Knowledge of 1*, 3*, 4* Skill in 6, (14) operation of heavy equipment (e.g., backhoe, trencher, forklift)*. Ability to 8, 9, 10, 11, 12, 13</p>

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven /aw

11/21/08

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