POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106495

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20005794

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Electrician 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005779 Building Maintenance Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 06

Page 1 of 2

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 TITLE: Electrician 1

JOB CODE: 52281

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Installs, troubleshoots, modifies, maintains & repairs electrical wiring systems, fixtures, controls & equipment in all state owned & leased buildings within General Services Divisions' responsibility: maintains & utilizes knowledge of National Electrical Code & National Fire Protection Association standards in all work assignments; installs, troubleshoots, modifies, maintains & repairs electrical wiring systems, fixtures, controls, devices & equipment (e.g., electric panels, overhead circuits, underground conduits, motors, appliances, fans, transformers, heating and cooling equipment, fire & other alarm/security systems, elevators, switches); installs & replaces lighting fixtures (e.g., light bulbs, ballasts, switches, fuses, exterior & perimeter lighting); wears personal protective equipment & clothing as required for safety (e.g., insulated gloves, eye protection, steel-toed shoes, etc.); lifts up to 50 lbs. repeatedly; reads sketches, blueprints & technical diagrams to troubleshoot, repair or modify electrical systems or equipment; estimates & plans required work for completion; provides technical support & assists in development of preventive maintenance programs & procedures to maintain all facility electrical systems, equipment & devices; writes work orders & records work performed (e.g., labor hours, associated cost & materials used); orders parts, equipment & materials; maintains inventory of electrical supplies; may operate heavy equipment (e.g., backhoe, trencher, forklifts, scissor & boom lifts); responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back.	Knowledge of (1) first aid, CPR & industrial safety regulations/procedures relating to job duties(e.g., formal electrical safety regulation, OSHA standards, NFPA standards)*; (2) electrical & fire code requirements (e.g., NEC, OBBC, Ohio fire code); (3) Material Safety Data Sheets; (4) basic math plus fractions, decimals & percentages; (5) electrical trade; (6) building maintenance repair; (7) inventory control* Skill in (8) use of tools & equipment associated with general building maintenance repairs; (9) use of tools & equipment associated with electrical repairs (e.g., volt, amp, ohmmeters, power pipe & 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 & schematics; (12) understand procedures & 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 & take appropriate action; (19) work alone on most tasks & cooperate with co-workers on group projects; (20) obtain & maintain valid drivers license; (21) respond to systems emergency situations on 24 X 7 basis. * developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven	12/14/11

100-100R

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DAS106495

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

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☒ Classified ☐ Unclassified ☒ Essential

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Bargaining Unit 06

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m. Report in location & work hours subject to change

JOB TITLE Electrician 1

JOB CODE 52281

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Completes semi-skilled building maintenance details (e.g., carpentry, HVAC, plumbing, painting & general maintenance repair): trouble-shoots, repairs & /or installs related equipment & building systems; operates & maintains snow & ice removal equipment & ground keeping equipment; oversees contract workers within facility to ensure contract objectives are met; completes various preventive maintenance tasks; assists in development & recommends preventive maintenance tasks to extend life cycle of facility assets.	Knowledge of 1*, 2, 3, 4, 5, 6, 7* Skill in 8, 9, 10* Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22
25	Conducts inspections & reports findings: inspects buildings, assets & equipment on a continuous basis for needed repairs, replacements, building damage, asset failure or other related maintenance needs; writes work order to report findings; attends training as required; participates in committees as assigned; uses personal protective equipment as required.	Knowledge of 1*, 2, 3, 4, 5, 6, 7* Skill in 8, 9, 10* Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22
		* developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/cc

DATE: 12/14/11

Appl 12-14-11 cc