

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	<h2 style="margin:0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION General Services Division
		UNIT OR OFFICE Properties & Facilities

POSITION NUMBER 20005771 (17352.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Electrician 1	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005759 (17303.0) Building Maintenance 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, 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 75 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 trades manager in completing project estimates.	Knowledges 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; (6) fire code*. Skills in (7) operation of electrical tools (e.g., volt, amp, ohmmeters, power pipe & conduit threader; drill press; grinder). Ability to (8) read blueprints and schematics; (9) apply principles to solve practical everyday problems; (10) read technical manual & instructions; (12) stand, walk, bend continuously; (13) lift up to 75 lbs. repeatedly; (14) move limbs/fingers easily to perform manual functions repeatedly; (15) 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, scissor and boom lifts and forklift).	Knowledge of 1, 3, 4, 7 Skill in (16) operation of heavy equipment (e.g., backhoe, trencher, forklift)*. Ability to 9, 10, 13, 14, 15.

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhorne/ea</i>	DATE 11/15/07
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