

POSITION SUMMARY

Under the general supervision of the Trades Supervisor, employee performs general and specialized electrician work at the journey level of skill. This position will layout, assemble, install and test electrical fixtures, apparatus, control equipment and wiring used in alarm, communication, light and power systems of buildings or other construction projects.

GOALS AND WORKER ACTIVITIES/OBJECTIVES

- 75% A. Perform at the journey level of skill by inspecting, maintaining and repairing electrical equipment, electrical power equipment and protective apparatus in our State Buildings on a daily basis as directed or requested by a work order.
- A1. Inspect, maintain and repair electrical equipment such as wiring, motors, fans, exhausters, switchboards, switchgear, transformers, signals, detectors and auxiliary equipment.
 - A2. Inspect, maintain and repair all types of power equipment including relay systems, controllers, and other protective apparatus in the production of electricity.
 - A3. Inspect, maintain and repair lighting automatic switches (ASCO), controls, connections, breakers for proper operation. Tighten all wire connections on breakers when a panel is opened.
 - A4. Inspect, repair or replace faulty lighting ballasts, fixtures or related auxiliary and lighting equipment.
 - A5. Inspect, repair and install tenant electrical equipment, power and lighting systems as directed.
 - A6. Inspect, repair and replace lamps, sockets and auxiliary equipment on decorative lighting fixtures.
 - A7. Inspect, repair, maintain and install under floor conduit, wires, cables, splices, control, data and communication systems.
 - A8. Respond to emergency electrical problems in buildings as directed. Troubleshoot problems as they arise.

POSITION DESCRIPTION

Electrician

Division of State Facilities, Bureau of Facilities Management

Position No. 007731

February 2016

- 15% B. Perform electrical, electronic and related work at the journey level of skill on the electronic, security and data systems.
- B1. Assemble, install and test electrical and electronic apparatus, control equipment and wiring used in alarm, communication, light and power systems of buildings by working with electronic technicians as required or directed by work order.
 - B2. Perform electrical maintenance on equipment as directed.
 - B3. Establish and maintain an inventory of electronic tools, equipment and related electronic supplies.
- 10% C. Under the general supervision of the Trades Supervisor perform other duties on a daily basis.
- C1. Perform skilled hand and bench work in the electrical shop. Operate power equipment, tools, drills and other tools of the electrician trade.
 - C2. Plan and layout proposed electrical installations from blueprints, sketches or specifications for tenant and construction projects.
 - C3. Maintain equipment and tools, shops and work areas, garages and storage areas in a safe and efficient operating manner.
 - C4. Provide estimated costs and feasibility of proposed installations for tenant and construction projects.
 - C5. Notify the supervisor of equipment and facilities in need of repair and/or replacement. Assist in ordering and replacing supplies that are low in stock and need of replenishment.
 - C6. Maintain "As Built" drawings on all electrical installations or changes to existing systems and equipment. Keep records and submit reports on a daily basis or as required.
 - C7. Complete data entry and recording of material and labor on work orders as required by the computerized maintenance management system (CMMS).
 - C8. Other work assigned may include tasks not specifically enumerated above which are of a similar kind and level.

Job Knowledge, Skills and Abilities:

1. Knowledge of tools, equipment, materials, methods and practices used in the electrical trade.
2. Ability to read electrical diagrams.
3. Ability to read, interpret, and work from drawings, sketches, and blueprints
4. Knowledge of applicable safety codes.
5. Knowledge of all methods for the distribution of electricity.
6. Knowledge of smoke and fire alarm systems and ability to repair such systems.
7. Knowledge of and ability to work with low voltage systems through 4160 volts.
8. Effective oral, written, and interpersonal communication skills.
9. Ability to manage time effectively.
10. Ability to work independently and as part of a team.

Special Requirements:

- Must be licensed by the State of Wisconsin as a Master Electrician or be licensed by the State of Wisconsin as a Journeyman Electrician or enrolled by the Department of Safety and Professional Services (DSPS) as a registered electrician.
- Ability to maintain a current driver's license and meet DOA Fleet driving standards to drive between work sites
- Ability to climb and work from ladders, scaffolding, or hydraulic lifts.
- Ability to enter and work in enclosed or limited spaces.
- Ability to perform moderate to heavy lifting, up to 75 lbs., with or without accommodation.