

ELECTRICIAN SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Last Action</u>	<u>Effective Date</u>
1262	Electrician	14	023	6 mo.	Revised	June 15, 2006
1263	Electrician Sub-Foreman	14	023	6 mo.	Revised	June 15, 2006
1264	Electrician Foreman	14	023	6 mo.	Revised	June 15, 2006
1265	Electrician General Foreman	14	023	6 mo.	Revised	June 15, 2006

Promotional Line: 67

Series Narrative

Employees in this series perform and/or supervise work requiring skill in the trade of electrician.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Electrician **1262**

Employees in this class perform work requiring skill in the trade of electrician.

An Electrician typically –

1. installs and maintains electrical systems that operate on alternating or direct current circuits, generators, transformers, and appliances through panels, switches, meters, and circuit breakers
2. repairs motors and other electrical/electronic controls
3. repairs and maintains electrical switchboards, panels, street lights, household appliances, air conditioners, furnaces, public address systems, and other apparatus utilizing electricity or its effects
4. installs, repairs, and maintains electrical, electronic, and direct digital control systems, fire and security alarm systems, and associated electrical, electronic, and fiber optic equipment
5. performs record keeping for systems installed or maintained
6. operates equipment used for electrical construction work, maintenance work, or electrical repair work
7. may act as lead worker to other electricians, laborers, and others as assigned
8. performs other related duties as assigned

Level II: Electrician Sub-Foreman **1263**

Employees in this class assist in and are responsible for the work of Electricians and other assigned personnel.

An Electrician Sub-Foreman typically –

1. performs all duties peculiar to and normally required in the lower level of the electrician series following recognized procedures and techniques for such work
2. assists in the assignment and direction of work, verifies and approves material requisitions of employees being supervised, approves time cards, etc.
3. acts for the foreman during absences
4. performs other related duties as assigned

Level III: Electrician Foreman**1264**

Employees at this level supervise and are immediately responsible for the work of Electricians and other assigned personnel.

An Electrician Foreman typically –

1. performs all duties peculiar to and normally required in the lower levels of the electrician series, following recognized procedures and techniques for such work
2. supervises and trains staff,
 - a. establishing work priorities
 - b. scheduling and assigning work and verifying/approving material requisitioned
 - c. planning and conducting training programs for assigned employees or staff
 - d. evaluating employee's performance; counseling or assisting employees
 - e. advising on selection and termination of employees
3. acts as custodian of tools, equipment, and material used on the job
4. performs other related duties as assigned

Level IV: Electrician General Foreman**1265**

Employees at this level are responsible for general supervision of personnel performing electrical or electronic work.

An Electrician General Foreman typically –

1. performs all duties peculiar to and normally required in the lower levels of the electrician series following recognized procedures and techniques for such work
2. plans and organizes electrical and related work performed by Electricians and other assigned personnel; exercises control of time spent on jobs

3. directs, coordinates, and supervises either directly or through intermediate supervisor, electrical, electronic, and related work performed by Electricians, other assigned personnel, other related classes, outside vendors, and contractors
4. is familiar with and directs work required in compliance with prevailing codes and with current procedures and techniques in electrical construction and maintenance
5. responsible for tools, equipment, and materials on jobs; materials ordered and/or consumed, and the timely receipt of materials; estimates costs and maintains records of such
6. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Electrician

1262

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Experience sufficient to qualify as a journeyman Electrician, with a minimum of five years of actual work in the trade, including apprenticeship or vocational training. *The trade for this purpose shall include work normally performed by Electricians i.e. installing, maintaining, and/or repairing electrical systems, generators, transformers, motors and other electrical/electronic controls, electrical switchboard and other apparatus utilizing electricity, electrical, electronic and direct digital control systems, fire and alarm systems, and associated electrical, electronic, and fiber optic equipment.*

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Skill in the use of tools and equipment.

Level II: Electrician Sub-Foreman

1263

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Experience sufficient to qualify as a journeyman electrician, with a minimum of seven years of actual work at the trade, including apprenticeship or vocational training. *The trade for this purpose shall include work normally performed by Electricians i.e. installing, maintaining, and/or repairing electrical systems, generators, transformers, motors and other electrical/electronic controls, electrical switchboard and other apparatus utilizing electricity, electrical, electronic and direct digital control systems, fire and alarm systems, and associated electrical, electronic and fiber optic equipment.*

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Skill in the use of tools and equipment.

2. Supervisory ability.
3. Clerical ability.

Level III: Electrician Foreman**1264**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Experience sufficient to qualify as a journeyman electrician, with a minimum of nine years of actual work at the trade, including apprenticeship or vocational training. *The trade for this purpose shall include work normally performed by Electricians i.e. installing, maintaining, and/or repairing electrical systems, generators, transformers, motors and other electrical/electronic controls, electrical switchboard and other apparatus utilizing electricity, electrical, electronic and direct digital control systems, fire and alarm systems, and associated electrical, electronic and fiber optic equipment.*

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Skill in the use of tools and equipment.
2. Supervisory ability.
3. Clerical ability.

Level IV: Electrician General Foreman**1265**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Experience sufficient to qualify as a journeyman electrician, with a minimum of nine years of actual work in the trade, including apprenticeship or vocational training with at least two years of direct supervisory work experience related to the trade. *The trade for this purpose shall include work normally performed by Electricians i.e. installing, maintaining, and/or repairing electrical systems, generators, transformers, motors and other electrical/electronic controls, electrical switchboard and other apparatus utilizing electricity, electrical, electronic and direct digital control systems, fire and alarm systems, and associated electrical, electronic and fiber optic equipment.*

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Ability to supervise assigned personnel effectively.

