

ELECTRICIAN SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
1262	Electrician	14	023	6 mo.	6/15/06	Rev.
1263	Electrician Sub-Foreman	14	023	6 mo.	6/15/06	Rev.
1264	Electrician Foreman	14	023	6 mo.	6/15/06	Rev.
1265	Electrician General Foreman	14	023	6 mo.	6/15/06	Rev.

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.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

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.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

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.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

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.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Ability to supervise assigned personnel effectively.