

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Electrician
DEPARTMENT: Public Works
REPORTS TO: Facilities Maintenance Manager

SALARY GRADE: 12 & 14
FLSA STATUS: N
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Under general direction, performs skilled electrical work in various City facilities in accordance with the National Electrical Code.

ESSENTIAL JOB FUNCTIONS:

Performs skilled electrical work on a wide range of fixtures and mechanical equipment according to the National Electrical Code. Determines materials needed to perform work and orders such materials.

Conducts routine operational and preventative maintenance tasks, repairing and/or scheduling repairs for malfunctioning equipment.

Maintain records of equipment inspections, assuring compliance with appropriate electrical and life safety codes.

Operates bucket truck, vertical lift, and other equipment to repair and install lights, cables, poles, and roof-top mechanical equipment. On occasion, it will be necessary to dig trenches for the installation or repair of underground power lines.

Determine supplies needed and purchases same for the repair and maintenance of fixtures and equipment. Uses a variety of power and hand tools to install electrical wiring, conduit, switches, outlets, panel, and boxes to perform routine maintenance.

Assigned to the On-Call Crew to respond to after-hours emergencies affecting any of the City buildings or facilities.

IMPORTANT JOB FUNCTIONS:

Assist with the inspection of contractual work.

Read blueprints and schematic drawings or determines the best methods and design for installing power feeds, security alarm systems, telephone systems, and HVAC equipment.

Paint miscellaneous interior and exterior walls, trim, and railings.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Hand tools	Test equipment	Vehicle aerial lift	Hydraulic vertical lift	Wire cutters	Strippers
Soldering irons	Screwdrivers	Test meters	Test lamps	Voltmeters	Ammeters
Watt meters	Ohmmeters	Ladders	Scaffold	Drills	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or GED and completion of an approved apprenticeship program in electrical work; and,

Four to five years of progressively responsible related experience; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications: (within 3 months of hire)

Journey Level License

Valid Maryland Class B Commercial Driver's License (CDL)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

National Electrical Code.

Revisions and local building and fire codes as related to the work performed within the electrical trade.

NFPA life security codes.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Use of hand tools and test equipment.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

Understanding and carrying out oral and/or written instructions

applying principles to solve practical problem

Calculating fractions, decimals and percentages

Reading routine manuals, correspondence, and blueprints

Writing routine materials

Providing courteous service

Plan, layout and complete installation, modification and repair of various systems circuits, equipment and controls

Conduct failure analysis and to modify systems and accomplishments.

Mental and Physical Abilities:

Ability to pass test for recognition of colors commonly used in the electrical field.

While performing the essential functions of this job, the incumbent is regularly required to work at heights, tight spaces, and maybe exposed to weather conditions; use hands to grasp, handle, or feel objects; speak and hear; read and write; keyboard; and lift, carry, push or pull objects weighing up to 20 pounds.

Working Conditions:

Work is performed in a variety of facilities with exposure to electrical and weather hazards.

The incumbents working conditions are typically noisy.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.