

## ELECTRICIAN

### FUNCTION OF THE JOB

Under supervision, to perform work installing and maintaining electrical devices and equipment per the National Electric Code; performs other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Performs installation, preventive maintenance, repair, and testing on electrical appliances, motors, heating, and ventilating equipment.
2. Installs, maintains, repairs, and tests electrical power, transmission, lighting, communication, signal, alarm systems, instruments, appliances, and apparatus.
3. Works from blueprints, sketches, or verbal instructions.
4. Prepares lists of parts and equipment needed to complete projects and orders or picks up those parts.
5. Serves as a lead worker when other employees are assigned to assist in this specialty area; trains maintenance mechanics on safe handling of electrical equipment.
6. Maintains an inventory of tools, equipment, and parts needed to complete routine repairs.
7. Collects electrical data from transformers, generators, HVAC systems, and other electrical systems.
8. Schedules appointments and coordinates electrical contractors to assure proper and safe methods of construction.
9. Performs other mechanical and maintenance work as required including assisting other employees with duties outside of the electrical specialty area.
10. Maintains prompt, predictable, and regular attendance.
11. Establishes and maintains effective working relationships with other employees and electrical contractors.
12. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Thorough knowledge of the tools, equipment, materials, methods, and practices used in the repair and maintenance of electrical appliances, motors, and equipment.
2. Thorough knowledge of the National Electrical Code, NFPA 70e, and local Codes and Ordinances.
3. Considerable knowledge of heating and cooling systems and their controls.
4. Considerable knowledge of occupational hazards and safe work practices.
5. Ability to read, draft, analyze and work from blueprints, sketches, and oral instructions.
6. Ability to follow and to direct work from written and verbal instructions.
7. Ability to analyze unusual or unique problems and situations in order to install special and unusual electrical instruments and equipment.
8. Ability to establish and maintain effective working relationships with other employees and electrical contractors.
9. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.

#### Training and Experience

1. High School Diploma or GED.
2. Possess a valid Master Electrician's license from the State of Wisconsin.
3. Four (4) years of work experience in the installation of electrical wiring, services, and construction.