



Career Service Authority

Electrician

Page 1 of 5

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance skilled level electrical work in the maintenance, repair, and installation of electrical systems and equipment in City facilities.

DISTINGUISHING CHARACTERISTICS

This class performs full performance skilled level electrical work. This class is distinguished from an Electrical Maintenance Worker that performs standard level semi-skilled trades work in maintaining, repairing, and constructing electrical systems and equipment. The Electrician is distinguished from an Electrical Supervisor that performs supervisory duties over skilled and semi-skilled electrical trade workers in the maintenance, alteration, repair, and installation of electrical systems and equipment in City facilities.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, perform lead work.

ESSENTIAL DUTIES

Performs maintenance, alteration, repair, and installation of electrical systems, equipment, and fixtures in accordance with standard practices of the electrical trade.

Installs new or upgraded electrical equipment and/or systems for the purpose of construction, tenant finishing, or remodeling and completes circuits according to diagram specifications and code requirements.

Responds to electrical service or trouble calls, troubleshoots various problems/issues, and provides problem resolution.

Prepares working sketches and works from blueprints, schematics, and written or verbal instructions.

Estimates materials, labor, and equipment costs.

Maintains records and prepares daily activity reports.

Assists in the maintenance and repair work in a variety of skilled trades areas.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Electrical – Knowledge of electrical equipment, components, instruments, and burglar and fire alarm systems including installation, testing, uses, repair, and maintenance.

Technical Problem Solving – Troubleshoots, diagnoses, analyzes, and identifies system malfunctions to determine the source and cause of problems.

Mechanical – Knowledge of machines and tools including their designs, installation, uses, repair, and maintenance.

Electronics – Knowledge of electronic theory, circuits, components, and material properties (excluding computers).

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Reading – Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

Writing – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Customer Service – Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

Self Management – Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Agility – Bend, stretches, twists, or reaches out with the body, arms, or legs.

Eye-Hand Coordination – Accurately coordinates one's eyes with one's fingers, wrist, or arms to perform job-related tasks (for example, to move, carry, or manipulate objects).

Stamina – Exerts maximum muscle force to lift, push, pull, or carry objects and performs moderately laboring work.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Physical Strength – Exerts maximum muscle force to lift, push, pull, or carry objects and performs moderately laboring work.

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Memory – Recalls information that has been presented previously.

Visual Color Discrimination – Accurately matches or detects differences among colors including shades of color and brightness.

Depth Perception – Accurately judges which of several objects is closer or farther away from the observer or the distance between an object and the observer.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.
Walking: moving about on foot.
Lifting: raising or lowering an object from one level to another.
Carrying: transporting an object usually by hand, arm, or shoulder.
Pushing: exerting force upon an object so that the object is away.
Pulling: exerting force on an object so that it is moving to the person.
Climbing: ascending or descending objects usually with hands/feet.
Balancing: maintaining body equilibrium to prevent falling over.
Stooping: bending the body by bending spine at the waist.
Kneeling: bending legs to come to rest on one or both knees.
Crouching: bending body downward and forward by bending legs.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands.
Fingering: picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: raising or lowering an object 25 – 50 pounds.
Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Extreme Cold: temperature cold enough to cause marked bodily discomfort.
Extreme Heat: temperature hot enough to cause marked bodily discomfort
Temperature Changes: variations in temperature from hot to cold.
Noise: sufficient noise to cause distraction or possible hearing loss.
Hazards: conditions where there is danger to life, body, and/or health.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
Exposed to a variety of electro-mechanical hazards.
Exposed to hazards from electro/mechanical/power equipment.
Subject to burns and cuts.
Subject to electrical and radiant energy hazards.
Subject to injury from moving parts of equipment.
Works in precarious or high locations (ladders, scaffolding, etc.)

Education Requirement:

Graduation from high school or the possession of a GED Certificate.

Experience Requirement:

Completion of a State recognized apprenticeship program for electricians.

Education/Experience Equivalency:

Completion of the City apprentice program for electricians.

Licensure and/or Certification:

Requires a Journey Electrician's License issued by the State of Colorado or state issued equivalent at the time of application.

By position, requires possession of a valid driver's license at the time of application.

By position, requires possession of a Colorado Commercial Driver's License (CDL "B") with appropriate endorsements by the end of probation.

By position, obtain a Denver Fire Department Fire Alarm Installers License by the end of probation.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: Patricia Anderson

REVISED BY: 07/12/2009

CLASS HISTORY 7/2009 - This class was revised and updated and put in the new class specification format.