General Statement of Duties
Performs standard level semi-skilled trades work in maintaining, repairing, and constructing electrical systems and equipment.

Distinguishing Characteristics
This class performs standard level semi-skilled electrical work. This class is distinguished from an Electrician that performs full performance skilled level electrical work in the maintenance, alteration, repair and installation of electrical systems, equipment, and fixtures in accordance with standard practices of the electrical trade.

Guidelines, Difficulty and Decision-Making Level
Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review
Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communication & Purpose
Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised
By position, performs lead work.

Essential Duties
Inspects, troubleshoots, and repairs electrical systems by utilizing electrical testing devices and checking switches and wiring for grounds and shorts or loose connections.

Replaces or repairs existing wiring systems according to electrical code standards and safety regulations under the supervision of a licensed journeyman electrician.

Reviews electrical blueprints and schematics.

Repairs and replaces defective electrical parts such as wiring, fuses, outlets, switches, breakers, and sensors.

Measures, cuts, and installs conductors, wires, and conduits under the supervision of a licensed journeyman electrician.
Performs preventative maintenance on electrical systems such as servicing, lubricating, rebuilding, and fabricating new circuits, updates the equipment wiring, and replacing parts under the supervision of a licensed journeyman electrician.

Maintains tools and equipment and keeps electrical supplies and parts in order.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

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.

**Competencies**

Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

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.

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written material to specific situations.

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.

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.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

**Knowledge & Skills**

Knowledge of electrical equipment, components, instruments, and systems including installation, testing, uses, repair, and maintenance.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Ability to read and understand electrical blueprints and schematics.

**Education Requirement**

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

**Experience Requirement**

Two (2) years of experience in wiring, installing, maintaining and repairing electrical systems.
Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

This job requires driving. Requires a valid Driver’s License at the time of application.

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

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to cold temperature, cold enough to cause bodily discomfort
Potential exposure to cold weather conditions (indoor/outdoor)
Potential exposure to conditions that affect the skin or respiratory system.
Potential exposure to extreme temperature changes
Potential exposure to hazardous conditions where there is a danger to life, body, and/or health
Potential exposure to hazards from electro/mechanical/power equipment.
Potential exposure to hazards of steam and heat
Potential exposure to heat temperatures, hot enough to cause bodily discomfort
Potential exposure to hot and humid work environment
Potential exposure to odorous chemicals
Potential exposure to the risk of blood borne diseases.
Potential exposure to temperature changes: variations in temperature from hot too cold
Handles emergency or crisis situations
Personal Safety: aware of surroundings, people, and events
Pressure due to multiple calls and inquiries
Subject to electrical and radiant energy hazards
Subject to precarious or high locations
Subject to pressure for multiple calls, inquiries, and interruptions
Subject to varying and unpredictable situations
Temperature Changes: variations in temperature from hot too cold.
Temperature Changes: variations in temperatures from hot too cold when works in field
Works in confined, uncomfortable or awkward locations
Works in precarious or high locations.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

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

Agility: bends, stretches, twists, or reaches out with the body, arms or legs.
Balancing: maintaining body equilibrium to prevent falling over.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Climbing: ascending or descending objects usually with hands/feet.
Color vision: ability to distinguish and identify different colors.
Crawling: moving about on hands and knees or hands and feet.
Crouching: bending body downward and forward by bending legs.
Depth Perception: ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: performing work through the use of two or more.
Feeling: perceiving attributes of objects by means of skin receptors.
Feeling: perceiving attributes of objects by means of spoken word.
Field of Vision: ability to adjust vision to bring objects into focus.
Field of Vision: ability to see peripherally.
Fine Dexterity: coordinator eye-hand to operate a vehicle, reach, hold, grasp and turn objects
Fingering: picking, pinching, or otherwise working with fingers.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Hazards: conditions where there is danger to life, body and/or health.
Hearing/Talking: hear and determine direction of sound.
Hearing: perceiving the nature of sound by the ear.
Kneeling: bending legs to come to rest on one or both knees.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Mathematical reasoning:
Memorization:
Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
Neck Flexion: moving neck upward/downward.
Oral comprehension:
Physical Strength: exerts maximum muscle force to lift, push, pull or carrying objects and performs laboring work.
Pulling: exerting force upon an object so that it is moving to the person.
Pushing: exerting force upon an object so that it is moving to the person.
Reaching: extending the hand(s) and arms(s) in any direction.
Repetitive motions: making frequent movements with a part of the body.
Sitting: remaining in the normal seated position.
Stamina: exerts oneself physically over long periods of time without tiring. (which may include performing repetitive tasks such as hammering or lifting objects).
Standing: remaining on one’s feet in an upward position.
Stooping: bending the body by bending the spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Vision Far Acuity: ability to see clearly at 20 feet or more.
Vision Near Acuity: ability to see clearly at 20 inches or less.
Walking: moving about on foot on uneven surfaces.
Written Comprehension.

**Background Check Requirement**

Criminal Check
Employment Verification
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.
Class Detail

Pay Grade: J-616
FLSA Code: N
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: