



Office of Human Resources
Electrical Maintenance Worker - CJ2515
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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.

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).
 Handling: seizing, holding, grasping, or otherwise working with fingers.
 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.

Walking: moving about on foot.

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

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: