Office of Human Resources

Electrician – CJ2513

General Statement of 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 & 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 Communication & 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.

### Competencies

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

**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.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**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.

**Technical Competence** – Uses knowledge that is acquired though 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.

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

### Knowledge & Skills

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

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

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

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

### Education Requirement

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

Completion of a state recognized apprenticeship program for electricians.

Education & Experience Equivalency

No substitution of the apprentice program is permitted.

Licensure & Certification

By position, requires a valid Driver’s License at the time of application.

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

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

By position, must obtain a Denver Fire Department Fire Alarm Installers License within six months 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 away from 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
By position, Motor Vehicle Record
Licenses/Certification
### Assessment Requirement
None

### Probation Period
Six (6) months.

### Class Detail
- **Pay Grade:** J-621
- **FLSA Code:** N
- **Management Level:** 10
- **Established Date:** 9/21/2018
- **Established By:** Lori Schumann
- **Revised Date:** 12/4/2018; 06/11/2019
- **Revised By:** Susan Keller; Ryland Feno

**Class History:**
- **12/04/18** – Removed employment verification requirement per the request of Onboarding.
- **6/11/19** - Updated working environment verbiage.