



Office of Human Resources  
Electrician Lead - CJ3311  
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### General Statement of Duties

Performs advanced level electrical work and permanently assigned lead work in the maintenance, repair, and installation of electrical systems and equipment in city facilities on large, complex, or difficult projects with limited oversight.

### Distinguishing Characteristics

This class is part of the Electrical trades specialty job family with increasing responsibility in performing electrical work on city facilities and requiring state of Colorado licensure to perform the work. This class is distinguished from other trades areas by the specialty of the work and minimum qualifications. This class is part of a trades class series. All levels are not required to be used within any one agency or department and assignment of a classification depends on the duties and responsibilities of the position. In addition to increasing levels of experience required at each level, Level I trade classifications perform journey/full performance level work in the assigned trade area and comprises a majority of positions. Level II trades classifications perform specialized and expert level journey work in assigned trades area, represents the agency/department on large and complex projects, and/or may have necessary licensure/certification and are required to pull building permits. Generally, there are less positions at this level than at level I. Finally, Lead Level performs permanently assigned lead work over lower level staff and performs the duties of Level I or Level II. There should be few positions assigned to this classification.

### Essential Duties

Performs advanced and specialized maintenance, alteration, repair, and installation of electrical systems, equipment, and fixtures in accordance with standard practices of the electrical trade on large, difficult, or complex projects.

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.

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

By position, participates in snow removal duties.

By position, responds to after hours calls or emergency calls outside of normal scheduled or business hours.

Develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback, and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor. Performs other related duties as assigned.

Performs other related duties as assigned.

Any one position may not include all 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 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.

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).

**Level of Supervision Exercised**

Performs regularly assigned lead work.

**Education Requirement**

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

**Experience Requirement**

Two (2) years of experience as a licensed journey level Electrician.

**Education & Experience Equivalency**

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

**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, requires a Master Electrician 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: Ability to move quickly and easily.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Color vision: Ability to distinguish and identify different colors.

Crawling: Moving about in a low or crouched position.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hazards: Conditions where there is danger to life, body and/or health.

Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Oral Comprehension: Ability to discern the meaning of oral speech.

Neck Flexion: Perceiving objects located above or below.

Physical Strength: Exerts force to transport objects of 50 pounds or more.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon on object so that it moves away from the person.

Pushing/Pulling: Transport and control traps and cages, animal foods, equipment.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Stamina: Ability to work over long periods of time without tiring.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Vision: Ability to perceive animal behavior, comprehend signs, and detect color.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

### Background Check Requirement

Criminal Check

Employment Verification  
By position, Motor Vehicle Record  
Licenses/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: NE-19**  
**FLSA Code: N**  
**Established Date: 7/4/2021**  
**Established By: BM**  
**Revised Date:**  
**Revised By:**  
**Class History:**