

MASTER ELECTRICIAN

NATURE AND VARIETY OF WORK

This is supervisory and administrative level skilled technical work in securing compliance with County ordinances and regulations governing the installation and operation of electrical systems and equipment within County owned and leased buildings. Incumbents supervise subordinate electricians. Employees normally work independently on field inspections, making decisions requiring the use of technical judgment and discretion. The work is reviewed by mid or senior level management.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in the Personnel Law Section 16-102(59).

Conducts inspections and surveys of new and existing wiring and electrical equipment in County owned and leased buildings for conformance with safety standards, laws and ordinances, using a knowledge of local and national electrical codes and standards.

Estimates time and material cost needed to complete assigned work, using the ability to make estimates of time and materials.

Checks plans and reviews the workmanship of electricians to see that work complies with ordinances, codes and regulations, using the ability to review the work of subordinate level personnel.

Designs required electrical plans and specifications for renovations and new construction projects for County buildings, using the ability to design electrical plans.

Prepares all of the electrical permit applications and secures appropriate permits for electrical work, using a knowledge of electrical codes, permit requirements, and material specifications.

Inspects and approves existing installation or recommends further electrical work, using a knowledge of the methods, techniques, tools and equipment used in the maintenance, installation and repair of electrical lighting and distribution systems.

Reviews/completes all paper work associated with electrical work done, such as service requests, equipment usage reports, FPO's, material lists, activity reports, etc., using the ability to review the work of subordinate personnel and the preparation of reports.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the methods and practices involved in constructing, installing, maintaining and operating a variety of electrical installations, equipment and appliances.

Extensive knowledge of pertinent local and national building, fire and electrical codes and standards.

Ability to detect and locate defective electrical wiring and construction.

Ability to understand and work from construction and wiring blue-prints, drawings and diagrams.

Ability to establish and maintain effective working relationships with other building owners, contractors and craftsmen.

Ability to enforce ordinances and other regulations with firmness, tact and impartiality.

Ability to prepare electrical designs.

Ability to prepare reports.

Ability to supervise the work of semi-skilled and skilled level electrical personnel.

MINIMUM QUALIFICATIONS

Graduation from high school or an equivalent GED, or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS AND ACCEPTANCE OF APPLICATIONS

Possession of a Master Electrician's license.

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Possession of a valid driver's license.

Good physical condition.

Willingness to respond to emergency service calls on a 24-hour basis.

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