

SKILLED TRADESMAN/ELECTRICIAN

GENERAL DEFINITION

This is administrative work at the entrance level providing general administrative support for the Maintenance Director.

Work is performed under the general supervision of an administrative technical superior. Assignments are routine in nature and are carried out in accordance with general work instructions, established practices, procedures and precedents. Work involves primary responsibility for proficiency in the electrical trade, with working conditions and the degree of supervision exercised differing according to the location and nature of assignments.

EXAMPLES OF WORK

Assists the Director of Maintenance on matters regarding the maintenance and operation of all facets of the electrical equipment of each physical plant.

Supervises all maintenance workers and support staff in the maintenance and custodial area.

Develops and recommends proper control procedures for the inventory of all tools, equipment, materials and supplies as are necessary for accomplishing all electrical maintenance and custodial services of the Manor and other county buildings.

Established and administers facility inspection and quality control programs.

Maintains and repairs all electrical equipment.

Responsible for the electrical operation of the boiler room.

Assumes all responsibilities of the Maintenance Director in his absence.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the methods, materials, tools and practices used in the electrical trade.

Considerable knowledge of the occupational hazards and safety precautions of the trade involved.

Skill in the care and use of the tools and equipment used in the electrical trade.

Ability to detect defects in electrical equipment and to make proper repairs of adjustments.

Ability to supervise a small group of semi-skilled workers.

Ability to interpret and work from pencil sketches and diagrams.

MINIMUM TRAINING AND EXPERIENCE

Four years of experience in building and plant maintenance work which has involved the electrical trade; and such training as may have been gained through completion of a trade school.

Or, any equivalent combination of acceptable training and experience.