

## The Maryland-National Capital Park and Planning Commission

TITLE: Electrician I                      GRADE: T03                      DATE: 5/30/2019  
SERIES: Building Trades              CODE: 2436      EEO: Skilled Craft      FLSA: Non-Exempt

### Class Definition:

Under general supervision, performs skilled electrical work involving moderate responsibility, complexity, and variety. Works on simple projects or assists on major projects to install, maintain, and repair electrical systems in Commission buildings, structures, and property. May guide activities of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers. Applies knowledge of standard electrical practices and methods and fire, building and electrical codes. Follows procedures and applies standard solutions to a range of common or recurring problems. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Work is assigned in terms of continuing responsibilities. Specific instructions are given for new assignments. The incumbent carries out regular, recurring work independently in conformance with established policies and procedures, resolves routine work problems by selecting and applying the appropriate guideline(s), keeps the supervisor informed, and brings procedural exceptions to the supervisor or a higher-grade employee for guidance or resolution. The work is subject to review, and upon completion for conformance with instructions and other guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

### Examples of Important Duties:

1. Receives work orders for electrical projects; reads and interprets building plans, blueprints, wiring diagrams, and schematic drawings to perform routine electrical work to maintain existing or build new structures. Performs electrical repair for unique facilities such as historical structures requiring compliance with historical preservation guidelines.
2. Uses a variety of tools and instruments to work on simple projects or assist on major projects; performs preventive maintenance and repairs on tools, equipment, and electrical aspects of HVACR, plumbing, lighting, and communications systems.
3. Troubleshoots electrical circuits and equipment by using appropriate testing devices to locate malfunctions and make repairs. Locates and marks buried electrical lines using various tracing devices.
4. Operates bucket trucks and trenchers to dig trenches, set poles, run electrical cables, and install lights.
5. Completes required administrative paperwork and recordkeeping.
6. Drives motor vehicles to carry workers and haul tools, equipment, materials, and supplies to job sites; loads and unloads trucks of tools, equipment, supplies, and materials; sets up tools and equipment for safe operation at work sites. Provides routine maintenance of vehicles and equipment; takes assigned vehicles to garage for maintenance and repairs.

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7. May guide and check work of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers; ensures work was completed satisfactorily.
8. Provides instruction on proper use and safety measures. Utilizes personal protection equipment such as respirator, foot and eye protection while performing duties; performs critical Americans with Disabilities Act (ADA) compliance work to remove barriers.
9. Attends training to increase knowledge, awareness and safety.
10. Performs repairs on electrical vehicle charging stations under the guidance of an authorized factory trained representative.

### Important Worker Characteristics:

- A. Knowledge of: (1) standard electrical practices and methods; (2) Maryland Occupational Safety and Health (MOSH) and Occupational Safety and Health Administration (OSHA), fire, and building codes; (3) National Electric Code; (4) Commission policies and procedures\*; (5) confined space procedures; and (6) hazardous materials.
- B. Skill in operation of: (1) electrical hand and power tools; (2) construction equipment (e.g., backhoe, trencher)\*; (3) bucket trucks\*; and (4) motor vehicles.  
  
*\*Typically acquired or fully developed primarily after employment in this job class.*
- C. Ability to: (1) calculate fractions, decimals, and percentages; (2) complete work orders and other work-related paperwork; and (3) obtain cardiopulmonary resuscitation (CPR) and first aid certifications.
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include understanding and applying principles to solve practical problems.
- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include reading and interpreting building plans, blueprints, schematic drawings, and sketches to perform routine electrical work.
- F. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

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### Minimum Qualifications (MQs):

1. High School diploma or Certificate of General Educational Development (GED).
2. Completion of an approved apprentice program in electrical work or four (4) years of progressively responsible electrical experience.
3. An equivalent combination of education and experience may be substituted, which together total four (4) years.
4. Journey Electrician's license issued by appropriate local jurisdiction.
5. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
6. Depending on area of assignment, a valid Commercial Driver's License (CDL) with appropriate endorsements and applicable certifications may be required.
7. Pass Commission medical examination.

### Working Conditions:

Occasionally performs work indoors and outdoors; exposure to varied weather conditions, confined spaces, heights, dirt, noise, dust, and fumes. Must be available to work during emergencies. Positions in this class must frequently remain in a stationary position, move about inside the office and outside, operate vehicles, tools and equipment, ascend and descend ladders and stairs, position self to complete manual work, pull and use fingers to perform electrical work, be able to view wiring and numbers on equipment, move equipment, tools and objects weighing up to 75 pounds.

### Examples of Electrician I Work:

- Changes ballasts and lamps.
- Resets circuit breakers, receptacles, and switches.
- Labels and identifies circuits.
- Runs new EMT (electrical metallic tubing), pulls new wires and installs new fixtures.