

The Maryland-National Capital Park and Planning Commission

TITLE: Electrician II
SERIES: Building Trades

GRADE: T04
CODE: 2437 EEO: Skilled Craft

DATE: 5/30/2019
FLSA: Non-Exempt

Class Definition:

Under general supervision, performs the full range of difficult, skilled electrical work involving considerable responsibility, complexity, and variety. Performs and directs installation, renovation, maintenance, and repair of electrical systems in Commission buildings, structures, and property. May direct activities of Electricians, Trades Apprentices, and Park/General Maintenance Workers who support skilled trades workers. Applies considerable knowledge of standard electrical practices and methods, fire and building codes and National Electric Code. Performs various types of analyses and makes the full range of calculations. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements of specific assignments. The incumbent independently plans and carries out the work in conformance with established policies and procedures and accepted practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guideline(s), keeps the supervisor informed and brings procedural exceptions to the supervisor's attention for guidance or resolution. The work is expected to be accurate, timely and consistent with guidelines – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Receives work orders for electrical projects; reads and interprets blueprints, building plans, sketches, and schematic drawings to determine equipment, materials, and methods. Inspects electrical systems at Commission buildings, structures, and property to detect problems and ensures compliance with electrical codes; recommends corrective action and prepares estimates. Performs electrical repairs for unique facilities such as historical structures requiring compliance with historical preservation guidelines.
2. Uses a variety of manual and power tools and tests equipment to perform and direct installation and major renovation work and maintenance and repair of all types of electrical systems, devices, and equipment. Troubleshoots distribution circuits, generating, and controlling equipment by using appropriate testing devices to locate malfunctions and make repairs. Operates bucket trucks and trenchers to set poles, runs electrical cables and installs lights; operates small excavating equipment such as backhoe trenchers, tunneling machines and utility line trucks. Utilizes signal locating devices to detect underground utilities.
3. Maintains inventory and assigns power equipment, tools, safety equipment, and vehicles to crew. Makes purchases and checks invoices to ensure materials are received and delivered.
4. Completes required administrative paperwork and recordkeeping. Updates unit work request logs.

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5. Drives motor vehicles to carry workers and haul tools, equipment, materials, and supplies to job sites; loads and unload 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.
6. Assigns, trains and checks work of other Electricians, Trades Apprentices, and Park/ General Maintenance Workers who support skilled trades workers. Provides instructions and assists with training on proper procedures, trade methods, and safety.
7. 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.
8. Attends training to increase knowledge, awareness and safety.
9. Maintains electrical vehicle charging stations under the guidance of an authorized factory trained representative.
10. Programs and maintains all digital clock timers.

Important Worker Characteristics:

- A. Considerable 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; (4) National Electric Code; (5) Commission policies and procedures*; (6) confined space procedures; and (7) hazardous materials.
- B. Skill in operation of: (1) electrical hand and power tools; (2) construction equipment (e.g., backhoe, trencher)*; (3) bucket truck; (4) motor vehicles; and (5) appropriate office equipment and software.

**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; (3) assign, train and check the work of subordinate personnel; and (4) 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.

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- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information verbally so that others will understand. Examples include reading and interpreting blueprints, building plans, sketches, and schematic drawings to determine the type of equipment, materials, and methods to utilize.
- 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.

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. Two (2) years of experience at the journey level.
4. An equivalent combination of education and experience may be substituted, which together total six (6) years.
5. Journey Electrician's license issued by appropriate local jurisdiction.
6. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses 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.
7. Depending on area of assignment, a valid Commercial Driver's License (CDL) with appropriate endorsements and applicable certifications may be required.
8. 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.

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Examples of Electrician II Work:

- Identifies, troubleshoots, and repairs equipment.
- Runs new circuits, ties in electrical panels, replaces circuit breakers.
- Uses underground line detector equipment to locate electrical service.
- Upgrades electrical service from meter to breaker panel.
- Replaces and connects new breaker panel, and circuits.
- Checks and tests all outlets and fixtures.
- Programs and maintains all digital clock timers.