

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Electrician III                      GRADE: 20                      DATE: 5/30/2019  
SERIES: Building Trades                      CODE: 2438                      EEO: Skilled Craft                      FLSA: Non-Exempt

### Class Definition:

Under direction, leads, coordinates, and monitors the work of other Electricians. Additionally, may direct, lead, coordinate and monitor the work of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers to perform a full range of skilled electrical work of the highest complexity and variety. Responsibilities involve leading work efforts to construct, install, alter, modify, maintain, overhaul, troubleshoot, repair, and test complex electrical systems in Commission buildings, structures, and property. Applies extensive knowledge of standard electrical practices and methods, fire, and building codes, and the National Electric Code. Performs various types of analyses and makes the full range of calculations. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent is to keep the supervisor informed and to seek assistance only for highly complex or sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

### Examples of Important Duties:

1. Plans crew projects; receives work orders for electrical projects. Works with supervisors and project managers to review plans and interpret blueprints, schematics, drawings, and specifications to plan and lay out work assignments. Constructs unique and complex installations. Maintains safe and secure work sites; identifies and corrects safety hazards.
2. Plans, assigns, and checks work of other Electricians, Trades Trainees, and Park/General Maintenance Workers who support skilled trades workers; coordinates activities with other trades crews and contractors. Inspects work and keeps projects on schedule; provides training and technical assistance on assignments.
3. Performs or coordinates complex electrical work via work requests to maintain Commission facilities and involving the installation and modification of electrical systems and equipment. Installs, modifies, loads, tests, maintains, repairs, and troubleshoots electrical systems and equipment using all types of tools and test equipment associated with electrical trade. Works on power cables, transformers, insulators, and control equipment (e.g., switches, circuit breakers, panels) and checks alignment, output, resistance to ground, and other electrical characteristics. Locates buried cables and cable faults. Identifies and complies with unique regulatory or manufacturer specifications.

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Electrician III                      GRADE: 20                                      DATE: 5/30/2019  
SERIES: Building Trades                      CODE: 2438                      EEO: Skilled Craft                      FLSA: Non-Exempt

4. Performs as primary evaluator and provides guidance for assigned personnel; assists Trade Shop Supervisors with performance evaluations, personnel forms and documents as prescribed by regulations and enforce Commission rules, regulations, and policies. Manages shop projects in absence of Trade Shop Supervisor.
5. Prepares and reviews informal bid proposals; prepares material requisitions and estimates of tools, equipment, supplies, and materials required to complete assignments. Inspects structures, and property to detect problems or code violations and ensures compliance with local and national codes. Evaluates options brought forward by other Electricians to determine appropriate course of action and prepares estimates.
6. Completes required administrative paperwork and recordkeeping; maintains electronic repair records information system. Maintains crew and project schedules and records of materials used, tasks completed, accidents and injuries.
7. Assigns and maintains inventory of power equipment, tools, safety equipment, and vehicles assigned to crew. Obtains quotes, makes purchases and checks invoices to ensure materials are received and delivered.
8. Drives and operates fleet vehicles and equipment. Uses a variety of equipment to move materials; uses a variety of hand and power tools.
9. Coordinates preventive maintenance and inspects Commission buildings, structures, and property for damage and necessary repairs to detect problems and ensures compliance with local codes.
10. 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.
11. Attends training to increase knowledge, awareness and safety.
12. Coordinates repair and maintenance of department's electrical vehicle charging stations with authorized factory trained representative.
13. Coordinates digital clock timer programs.

### Important Worker Characteristics:

- A. Extensive 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.

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Electrician III                      GRADE: 20                      DATE: 5/30/2019  
SERIES: Building Trades                      CODE: 2438                      EEO: Skilled Craft                      FLSA: Non-Exempt

B. Skill in operation of: (1) electrical hand and power tools; (2) construction equipment (e.g., backhoe, trencher)\*; (3) bucket trucks; (4) motor vehicles; and (5) appropriate office equipment, including personal computer and applicable software.

*\*Typically acquired or fully developed primarily after employment in this job class.*

C. Ability to: (1) understand and apply principles to solve practical and unusual problems; (2) calculate fractions, decimals, and percentages; (3) read and understand manuals, blueprints, sketches, and drawings; (4) complete work orders and work-related paperwork; (5) estimate time and materials; (6) lead skilled electrical work with minimum supervision; and (7) 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 coordinating activities with other trade crews and contractors and inspecting all work and keeping projects on schedule.

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.

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. Four (4) years of experience at the journey level including two (2) years of experience directing the activities of other skilled electricians.
4. An equivalent combination of education and experience may be substituted, which together total eight (8) years.
5. Master's 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 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.

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Electrician III                      GRADE: 20                      DATE: 5/30/2019  
SERIES: Building Trades                      CODE: 2438                      EEO: Skilled Craft                      FLSA: Non-Exempt

7. Valid Commercial Driver's License (CDL) with appropriate endorsements 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.

### Examples of Electrician III Work:

- Installs, modifies, repairs, loads and tests systems, circuits and devices.
- Troubleshoots and maintains emergency and stand-by systems, generators, uninterruptible power systems and fire alarms.
- Estimates projects and determines the best course of action for repairs, installations and replacements.
- Leads, coordinates and monitors workers who perform skilled electrical work.