

**MAJOR FUNCTION**

This is apprentice level electrical work in the installation, repair and preventative maintenance of electrical systems and equipment under the leadership of a journeyman or master electrician. Work is performed under direct supervision in accordance with policies and procedures. Work is reviewed through observation, inspection in progress and upon completion.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Assists in the maintenance and repair of lighting, heating and air conditioning systems in municipal buildings. Assists in the installation, repair and maintenance of municipal electrical systems, appliances, equipment and apparatus, including electrical repair and maintenance of low and high voltage motors, motor starters and associated controls, operational solenoids, control relays and timers. Assists in repair and maintenance of automatic gas valves and compressors and associated controls, also pneumatic controls interfaced with electric controls and DC voltage motors and controls. Assists in repair and maintenance of automatic transfer switches and interfaced generators, all lighting and power supplies and blower systems. Locates underground cable and conduit. Attends various training courses, and engages in independent study of electrical equipment operation and maintenance. Uses test equipment such as voltmeters, ohmmeters, phase indicators, meggers, tube and transistor testers. Performs related work as required.

**Other Important Duties**

Performs semi-skilled and minor skilled tasks that are ancillary to primary job duties. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the theory of electricity. Knowledge of standard practices, materials, tools, and equipment of the electrical trade. Knowledge of occupational hazards and safety precautions of the trade. Knowledge of local and national electrical codes. Ability to understand and follow oral and written instructions, and to read and interpret blueprints, sketches and diagrams. Ability to establish and maintain effective working relationships as necessitated by the work. Some skill in the use and care of electrical tools and testing equipment.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and two years of apprentice experience that includes commercial or industrial electrical installation and repair or an equivalent combination of training and experience.

**Necessary Special Requirements**

Must possess the appropriate State Commercial Driver's License (CDL) and endorsement(s) at the time of appointment, or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment.

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