



Facilities Electrician Job Description

<u>Classification Title:</u>	Facilities Electrician	<u>Effective Date:</u>	January 2024
<u>Department:</u>	Facilities	<u>Status:</u>	Non-Exempt
<u>Accountable to:</u>	Facilities Management Crew Supervisor	<u>Pay Plan:</u>	Non-Exempt

JOB PURPOSE AND SUMMARY

This class is a journey level classification performing skilled electrical work in the installation, alteration, maintenance and repair of electrical wiring systems (AC/DC), electrical fixtures and other related equipment for County owned/leased buildings, grounds and operated facilities, and perform other duties as assigned.

CLASSIFICATION DISTINCTIONS

The Facilities Management Division is responsible for planning, directing and administering comprehensive programs for space planning, commercial leasing, construction, remodeling, maintenance, utilities, security environmental safety and general support services for County-owned and leased building and grounds.

The Facilities Electrician is a journey level classification responsible for the installation, maintenance and repair of electrical projects for County owned/leased building, properties, and related electrical systems. The incumbent will be required to work in a variety of conditions, including inclement weather, varying outside temperatures, elevated work areas, electrical hazards and confining spaces.

The Facilities Electrician is distinguished from other Facilities Maintenance classifications in that they have completed the equivalent of a structured apprenticeship program and to hold the appropriate trade license or card at date of hire and are expected to keep their license current (WA EL01).

KEY OR TYPICAL TASKS AND RESPONSIBILITIES: (Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

- Inspects, installs, alters, maintains and repairs interior and exterior wiring systems, both AC and DC, electrical fixtures, interior and exterior lighting and other related equipment for County buildings.

- Installs and repairs batteries, electrical motors, pumps, drives and other connected electrical devices. Studies blueprints and specifications to determine where motors and equipment will be placed.
- Purchases needed materials; obtains the required price quotations of direct purchases; picks up materials at Facilities Management warehouse, or supplier; load, hauls and unloads at the job site.
- Installs and services main service disconnects and panels including circuit breakers and
- Installs and services main service disconnects and panels including circuit breakers and switching gear; makes all necessary terminations; operates and tests electrical generator, transfer switches and Uninterruptable Power Systems (UPS).
- Installs metal conduit systems; calculates the necessary bends, saddles and offsets needed for placement of the required junction boxes, fabricating, making the necessary cuts and installation of complete system; studies and determines the size of the required conduit, as required based on the number and size of the wires to be contained within; provides the necessary hangers and support for the conduit and suitable marking of the cables to ease termination. All work required to meet NEC and WAC requirements.
- Implements and trains personnel on the Lockout/Tagout (LOTO) out practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities.
- Installs, tests and maintains building fire alarm systems.
- Install low voltage raceways and pull wire for low voltage systems, such as phone, data, cable, or camera systems.
- Studies technical manuals describing the functioning of each piece of equipment in order to determine the proper connection and operating voltages and to supply the required and suggested safety services.
- Maintains accurate records; provides reports of work performed; documents system design and any changes for future work and service; trouble shoots and repairs all electrical systems involving all county facilities.
- Performs other building and property maintenance duties as needed, including but not limited to assisting other trades, clean up and property flood damage, snow removal, etc.
- Project and daily duty clean up after themselves, day-to-day housekeeping.

- Must be able to work independently, or as a team, with minimal supervision and perform assign tasks in a safe and efficient manner.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Standard practices, methods, tools and materials of the electrical trade; local, state and national electrical codes; occupational hazards and safety precautions involving electrical work.

Working knowledge of: Maintenance techniques for building, electrical, electromechanical practices and theory, including solid-state; electrical project and work documentation; safety practices in operating mechanical devices and equipment, vehicles, and in following safe electrical practices in the installation and maintenance of a wide variety of electrical systems.

Skill to: Maintain and repair wiring and electrical systems and equipment; operate electrical testing and measuring devices; operate power and manual tools standard to electrical trade; locate and adjust defects in electrical systems and equipment; understand electrical blueprints and specifications, with the ability to take off the required list of materials and equipment necessary to effect the installations required; understand and interpret drawings and specifications; prepare and maintain accurate records and reports; recognize color codes on electrical components and wires; recognize sounds that would assist in the repair of electrical devices; ability to work safely on energized circuits with tools; safely operate a motor vehicle in the course of the performance of work; understand verbal and written instructions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with County staff, other agency personnel, subcontractors and the public.

QUALIFICATIONS

- A current General Journeyman Electrical License (EL01) issued by the State of Washington; and,
- Three (3) years paid journey level experience performing skilled electrical work.
- A valid motor vehicle operator's license and have an acceptable driving record, as outlined in the County's Vehicle Usage policy.
- Ability to pass Sheriff's background clearance prior to employment as required for work performed in the Jail facility.

OTHER REQUIREMENTS

- Must successfully pass a criminal background check which may include national or state fingerprint records check.
- Must complete, pass, and maintain required Criminal Justice Information Services (CJIS) training.
- May be required to pass a pre-employment drug test.
- Must have the ability to respond to call-out emergencies when necessary and will be periodically assigned to standby.

WORKING CONDITIONS

- This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force.
- Work regularly requires standing, walking, climbing or balancing, kneeling or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; frequently requires speaking or hearing and using hands.
- Work has standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; and hearing is required to perceive information at normal spoken word levels.
- Work requires visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arm's length, operating machinery, operating motor vehicles or equipment and observing general surroundings and activities.
- Work is generally in a loud noise location (e.g. heavy traffic, large equipment).
- Work regularly requires working near moving mechanical parts, working in high/precarious places, exposure to outdoor weather conditions and exposure to vibration; frequently requires exposure to fumes or airborne particles and exposure to bloodborne pathogens (may be required to wear specialized personal protective equipment); occasionally requires exposure to toxic or caustic chemicals and exposure to the risk of electrical shock.