



County of Berks Position Description Form

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|----------------------------|----------------------------------|--|---------------------------------------|
| Position Title: | <u>Licensed Electrician</u> | | |
| Department: | <u>Facilities and Operations</u> | Reports To: (Title) | <u>Facilities Manager</u> |
| Effective Date: | | Revision Date: | <u>9/17/2019</u> <u>02/05/2021</u> |
| Wage Category: | <input type="checkbox"/> Exempt | <input checked="" type="checkbox"/> Non-Exempt | |
| EEO-1 Category: | <u>Skilled Craft</u> | Union Classification: | <u>AFSCME</u> |

POSITION SUMMARY:

This is highly skilled work involving responsibility for the performance of specialized electrical maintenance and repair tasks in order to keep all County electrical systems, machinery and equipment in good operating condition. General assignments are received from the Director of Facilities or designee; however, the electrician is expected to plan details of each job and carry it to completion in a timely fashion and without supervision.

POSITION RESPONSIBILITIES:

Essential Functions

1. Services high and low voltage motor control and power equipment, transformers, generators and other related electrical apparatus.
2. Trouble-shoots and repairs air conditioning and refrigeration units.
3. Wires buildings and makes additions to existing wiring.
4. Installs and repairs industrial and general lighting fixtures and controls.
5. Installs and repairs blowers and fans.
6. Installs electric call bells, buzzers, and warning lights.
7. Repairs kitchen equipment.
8. Plans details of working procedures by determining replacement needs or new material required and develops logical approach to correct problem.
9. Estimates costs and maintains records.
10. Does related work as required.

Non-Essential Functions:

None.

MINIMUM EDUCATION AND EXPERIENCE:

- High school graduation or G.E.D. certification from a recognized issuing agency.
- Possession of a license to perform work in trade in City/Borough/Municipality/County.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of standard practices, tools and terminology of the electrical trade.
- Knowledge of electrical theory.
- Ability to make repairs to electrical wiring, fixtures and equipment.
- Ability to work from plans and specifications.
- Ability to lay out work
- Ability to operate a computer and basic knowledge of CMMS Software.
- Position requires to be part of the Facilities Department On-Call Rotation.
- Ability to handle stress.
- Physical presence on-site is required.

PHYSICAL DEMANDS:

Position requires the ability to climb in overhead structures, to work beneath machines and in close quarters performing analysis and repair work. Position also requires the ability to climb, bend, lift 50 lbs, stoop, crawl and reach.

WORKING ENVIRONMENT:

May work in cramped spaces with frequent lifting, standing, and kneeling. Work both indoors and outdoors and are subject to variable weather conditions.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.