



Title: Electrician

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to install and maintain electrical systems. This is accomplished by troubleshooting; purchasing materials; servicing and repairing; reading diagrams and information for equipment; and operating machinery. Other duties include managing employees; purchasing techniques, electrical, and mechanical systems; operating light equipment; designing electrical systems; estimating costs; evaluating contractors; supervising outsourced construction; inspecting and taking inventory; and holding responsibility for the operation and maintenance of emergency electrical systems.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	H	Performs maintenance and repair functions for electrical systems by diagnosing equipment; testing equipment; establishing a cost for repair; purchasing materials; and performing preventive maintenance.	60%
2	V	Install electrical systems by designing specifications; providing a cost; running conduit; installing panels and motor control centers; setting up programmable controllers; and starting up new equipment.	20%
3	V	Installs and services waste water pumps by greasing bearings; repairing drive shafts; installing new replacement pumps; and checking valves.	10%
4	M	Works on instrumentation equipment by working on data loggers; leveling indicators; working with radio equipment; running wiring; and programming logic controllers.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Over one year up to and including three years.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid operator's license. Must successfully pass the City of Thibodaux Electrical Licensing Exam prior to the employee completing his/her working test period.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “X”-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, observing work duties, observing work site
Sitting	R	desk work, driving
Walking	C	around work site, to other departments/offices/office equipment
Lifting	C	equipment, supplies
Carrying	C	equipment, supplies
Pushing/Pulling	C	equipment, hose, tables and chairs
Reaching	C	for supplies
Handling	O	paperwork
Fine Dexterity	F	calculator, calibrating equipment
Kneeling	C	retrieving items from lower shelves/ground
Crouching	C	retrieving items from lower shelves/ground
Crawling	C	inside attics/pipes/ditches, under equipment
Bending	C	making repairs, retrieving items from lower shelves/ground
Twisting	C	making repairs
Climbing	C	ladders, onto equipment, stairs, step stool
Balancing	C	on equipment, on ladders, on step stool
Vision	C	computer screen, driving, observing work site, reading
Hearing	C	communicating with co-workers, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	O	driving, operating heavy equipment
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Basic hand tools, test equipment, measurement equipment, treachers, excavators, and power tools.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	C
Chemical Hazards	O
Electrical Hazards	C
Fire Hazards	C
Explosives	C
Communicable Diseases	O
Physical Danger or Abuse	F
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	W
Noise and Vibration	D
Wetness/Humidity	W
Physical Hazards	D

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

High voltage gloves, shock resistant foot wear, steel toes, arc shields and suits, safety glasses, and hearing protection.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) Outdoors, on the road, in buildings, etc.

PRIMARY WORK LOCATION:

Office Environment		Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	X



Recreation/Neighborhood Center			
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(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

Revised 3/13/2012