CS-214
REV 8/2007

1. Position Code

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** Technology, Management & Budget
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** State Facilities Administration
4. Civil Service Classification of Position Electrician Master Licensed E10	**10. Division** Building Operations
5. Working Title of Position Master Electrician	**11. Section** East Region
6. Name and Classification of Direct Supervisor Jon Howard, Building Trades Supervisor 12	**12. Unit** Southeast Michigan Psychiatric Hospital
7. Name and Classification of Next Higher-level Supervisor Derek Leppek, Facilities Supervisor 14	**13. Work Location (City and Address)/Hours of Work** Southeast Michigan Psychiatric Hospital 18471 Haggerty Rd Northville, MI 48167 8:00 a.m. – 5:00 p.m. or some variation

14. General Summary of Function/Purpose of Position

This is the experienced (master) level. The employee obtains permits, performs electrical work as required by law, and performs the full range of technical aspects of electrical work. The employee uses considerable independent judgment in making decisions without the availability of supervision. The employee will work in concert with other Electricians and trades to perform a full range of electrical assignments for projects on state properties as required for maintenance, construction, and remodeling. The employee will use a wide range of power tools and other equipment appropriate to the work. The employee will provide customer service with courtesy, respect, and attention to detail, work cooperatively with staff, and assure all staff are customer service oriented, expressing a positive and helpful outcome to projects and during daily interaction with tenants.

15. Please describe your <u>assigned</u> duties, percent of time spent performing each duty, and explain what is done to complete each duty.

Duty 1

General Summary of Duty 1 **% of Time** **70**

Obtains permits, performs electrical work as required by law, and performs the full range of technical aspects of electrical work.

Individual tasks related to the duty.

- Serves as the licensed Electrician on-site at the construction or remodeling project.
- Obtains proper permits as required by law to carry out electrical work on construction or remodeling projects.
- Regularly inspects and evaluates electrical and electronic equipment to ensure that it operates efficiently and safely, follows recommended maintenance schedule for cleaning and lubricating equipment, and maintains records on equipment status and maintenance.
- Studies blueprints and schematics and determines methods, materials, and equipment needed to complete the assignment.
- Connects wires to plugs, switches, controls, light fixtures, traffic controls, appliances, motors, breaker panels, and switchboards.
- Splices wires by stripping insulation from wire leads, twisting, clamping, and/or soldering leads together and applying insulating terminal caps using a variety of hand tools; makes underground waterproof splices.
- Disassembles, repairs and reassembles or replaces defective electrical equipment such as plugs, switches, outlets, controls, ballasts, motors and appliances using hand tools, test equipment, and service manuals.
- Tests installations to check and ensure continuity of the circuit, and the compatibility and safety of all components using test equipment such as an ohmmeter, ampmeter, voltmeter, oscilloscope, or battery buzzer.
- Measures, cuts, bends, threads, assembles, and installs electrical conduit, junction, switch, outlet boxes, and switch boards using hand tools and such special equipment as mechanical drills, cutters, benders, and threaders.
- Cleans and lubricates equipment and maintains records on equipment status and maintenance.
- Installs and repairs telephones, light fixtures, electrical controls, motors, and appliances using hand tools and electric drills.
- Inspects and evaluates electrical equipment to ensure that it operates efficiently and safely; determines whether equipment and new installations meet requirement of the National Electric Code.
- Pulls wire through conduit.
- Determines materials needed for most frequently occurring repair work, prepares requisitions, and monitors inventory.
- Cleans and maintains tools and performs routine maintenance on special equipment used in Electrician's work.
- May assist in training lower-level Electricians and others.

Duty 2

General Summary of Duty 2 **% of Time** **10**

Uses the computerized maintenance management system (CMMS)

Individual tasks related to the duty.

- Checks work orders daily using the CMMS
- Closes out work orders using the CMMS
- Enters critical work data into the CMMS in an accurate and concise manner.
- Assists lower level and peer group trades in the use of the CMMS
- Enters data into the CMMS for follow-up work orders

Duty 3

General Summary of Duty 3 **% of Time** **10**

Participates in construction partnering

Individual tasks related to the duty.

- Attends meetings for and participates in projects related to electrical work.
- Participation includes providing electrical maintenance input at the design stage and plan review.
- Participates and takes ownership in the total project through construction and commissioning.

Duty 4

General Summary of Duty 4 **% of Time 5**

Continuous safety training

Individual tasks related to the duty.

- Participates in all management required safety training.
- Participates and supports all safety-related issues as presented by the supervisor, MIOSHA or DTMB Safety and Health.
- Obtains recertification, as needed, for all required safety issues necessary to maintain an electrical license.

Duty 5

General Summary of Duty 5 **% of Time 5**

Performs related work appropriate to the classification, as assigned

Individual tasks related to the duty.

- Performs special assignments as necessary or as directed by upper management.
- Assists other trades as needed.
- Provides back-up coverage at other buildings as needed.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Uses independent judgment applying the practices, tools and techniques of the trade to specific work situations.

17. Describe the types of decisions that require your supervisor's review.

Setting priorities, large equipment/tool purchases, repairs that might have an adverse affect on the department's budget, inventory control practices and purchasing approval paths, special, new or unusual procedures, and questions relative to code compliance of a specific installation.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position?

Work may be performed from ladders or hydraulic lifts in high voltage areas.

Some jobs require an employee to work on high structures and be exposed to inclement weather conditions.

The job duties may require an employee to climb ladders, or to bend or stoop in confined spaces.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis.

NAME	CLASS TITLE	NAME	CLASS TITLE

20. My responsibility for the above-listed employees includes the following (check as many as apply):

___Complete and sign service ratings.
___Provide formal written counseling.
___Approve leave requests.
___Approve time and attendance.
___Orally reprimand.
___Assign work.
___Approve work.
___Review work.
___Provide guidance on work methods.
___Train employees in the work.

21. ***I certify that the above answers are my own and are accurate and complete.***

Signature **Date**

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential duties of this position?

Serves as the licensed Electrician on-site at the construction or remodeling project.

Obtains proper permits as required by law to carry out electrical work on construction or remodeling projects.

Regularly inspects and evaluates electrical and electronic equipment to ensure that it operates efficiently and safely, follows recommended maintenance schedule for cleaning and lubricating equipment, and maintains records on equipment status and maintenance.

Provides Electrician services on buildings to preserve the investment of the State of Michigan, DTMB.

Works in concert with other Electricians and trades to perform a full range of electrician assignments for projects on state properties as required for maintenance, construction and remodeling.

Provides prompt and efficient customer service.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Backfill.

25. What is the function of the work area and how does this position fit into that function?

The function of the work unit is to provide a safe, comfortable and cost-effective facility to allow our customers to provide their designated services to the people of the State of Michigan, and to provide maintenance and construction services on buildings to preserve the investment of the State of Michigan, DTMB. This position works independently; obtaining permits and performing the full range of technical aspects of electrical work, and may assist in training others.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Educational level typically acquired through completion of high school.

EXPERIENCE:

Electrician Master Licensed E10

- No specific type or amount is required beyond that required for licensure.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- the principles of electricity and electronics.
- the electrical codes which typically apply to the work assignment.
- the standard methods, materials, tools, and equipment of the electrical trade.
- electrical devices such as controls, switches, starters, transformers, motors, and panel boards.
- the potential occupational hazards connected with electrical work and the safety standards and practices, which should be applied
- basic MIOSHA safety rules regarding tools, equipment, and methods used in this classification.

Skill in:

- the use of tools of the electrical trade.
- the installation of electrical devices.
- diagnosing the cause of electrical breakdowns.
- repairing and adjusting electrical devices.

Ability to:

- interpret and apply blueprints, schematics, maintenance manuals, and assembly instructions.
- study and comprehend new technology.
- make mathematical computations.
- work from ladders, scaffolds, hydraulic towers, or in tunnels and crawl spaces.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a master Electrician's license.

Some positions in this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Some positions in this job series may require training/certification for the safe use of certain tools and equipment.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis

NOTE: ***Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.***

27. ***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

Supervisor's Signature **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. ***I certify that the entries on these pages are accurate and complete.***

Appointing Authority's Signature **Date**