

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

Position Code

1. ELECTRNEA38R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MIL AFFR CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Air National Guard
4. Civil Service Position Code Description ELECTRICIAN LICENSED-E	10. Division 127th Wing/Civil Engineering
5. Working Title (What the agency calls the position) Electrician	11. Section Operations (CEO)
6. Name and Position Code Description of Direct Supervisor Joe McIntyre State Facilities Supervisor	12. Unit Electrical Shop (CEOFE)
7. Name and Position Code Description of Second Level Supervisor Jeremy Webber Facilities Manager	13. Work Location (City and Address)/Hours of Work 28590 Plegue Ave, Bldg 126, Selfridge ANG Base, MI / 6:30A – 5:00P, Tuesday thru Friday

14. General Summary of Function/Purpose of Position

This is a journeyman level position. The primary purpose of this position is to install, repair, troubleshoot, and maintain various electrical systems, controls, and equipment including but not limited to fire alarm and life safety systems.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 25

Installs, troubleshoots, repairs or replaces, modifies, loads, and tests new and existing lines, circuits, ac/dc systems, fixtures, panels, switches, breakers, and controls located in and near installation buildings and structures.

Individual tasks related to the duty:

Works on secondary distribution lines and circuits used to supply distribution panels, switchgears, power and control circuits, electrical intrusion alarm and fire alarm systems; emergency warning systems; cathode protection systems; high intensity lighting systems; and related equipment. Tests and maintains gasoline and diesel generators for proper electrical output. Trains and/or guides lower grade or lesser experienced employees as required.

Duty 2

General Summary:

Percentage: 25

Troubleshoots problem areas and inspects for defective equipment and faulty wiring.

Individual tasks related to the duty:

Works from building plans, blueprints, wiring diagrams, engineering drawings, and maintenance and repair manuals to determine the necessary and proper repairs and/or replacements.

Duty 3

General Summary:

Percentage: 25

Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment and works with other trades personnel.

Individual tasks related to the duty:

- Uses and assures proper fit of required safety equipment and clothing.
- Routinely assists other trades personnel, i.e., electricians, carpenters, maintenance mechanics, mason, locksmith, sheet metal mechanic, door system mechanic, plumber, and roofer.

Duty 4

General Summary:

Percentage: 20

Uses and maintains various types of hand and/or power tools.

Individual tasks related to the duty:

- Tools use may include screwdrivers, pliers, wire cutters, soldering irons, cable pullers, hydraulic benders, and pipe threading machines.
- In addition, uses a wide variety of test equipment including test lamps, multi-meters, circuit analyzers, circuit breaker testers, voltage recording meters, meggers, watt meters, ohmmeters, and ammeters.

Duty 5

General Summary:

Percentage: 5

Assist various trades to accomplish mission requirements

Individual tasks related to the duty:

- Various trades assisted include, but not limited to, generator tech, exterior electricians, fire alarm technicians, HVAC and structural trades.
- Many at times be required to escort and assist outside contractors with access to base facilities.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Works from building plans, wiring diagrams, and engineering drawings. Independently plans and lays out work, tracing hard-to-locate defects or problems and completing repairs and installations with little or no technical advice.

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

Supervisor checks overall work to ensure timelines and compliance with accepted trade standards.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical Effort – Makes repairs from work stands and other hard-to-reach places. Must stand, stoop, bend, kneel, climb, stretch, and work in tiring and uncomfortable positions. Frequently lifts/transport parts and equipment that weigh up to 20 pounds. Occasionally lifts/transport items that weigh over 40 pounds with assistance from other workers.

Working Condition—Works inside and outside, sometimes in bad weather and in areas that are noisy, dirty, dusty, and greasy. May work on scaffolding or cranes at heights of 30 or more feet, or in close quarters such as manholes or attics. Subject to electrical shock, cuts, and bruises. Protective Gear is issued and worn.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

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

Not Applicable – Vacant Position

23. What are the essential functions of this position?

The following list of duties and responsibilities are not intended to be inclusive and the DMVA reserves the right to assign additional duties and responsibilities as necessary:

Performs a full range of journey-level electrical assignments, using independent judgment to make decisions requiring the application of procedures and practices to specific work situations.

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

- Fire alarm systems have become an essential part of the Electricians responsibilities and has been added as a desirable criteria that would be beneficial to the base.
- An additional duty was added to the description to cover the assistance we give outside of electrical responsibilities. At times an emergency will require effort more than expertise.
- In addition to the new duties of assisting other trades there are occasions when we must escort a contractor to a site to perform an electrical service and interaction with outside contractors is necessary.

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

The function of the work area is to perform maintenance, repair, and recurring work on buildings and structures base-wide and to respond to urgent and emergency situations. The Structure Shop manages, constructs, repairs, and modifies electrical and structural systems, and wooden, masonry, metal, and concrete buildings. Additionally, the Structure Shop is responsible for fabricating and repairing components of buildings, utility systems, and real property equipment while ensuring compliance with codes and regulations. The licensed electrician skill fits into the overall skills needed within the Structure Shop.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Electrician Licensed E9

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of electrical principles including how various circuits, equipment, and controls fit and work together. Knowledge of the various gauges, sizes, and types of wire, conduit, coupling, fittings, relays, boxes, circuit breakers, and other electrical devices, and ability to arrange and install them in ways that insure safe and proper operation of electrical systems and equipment. Ability to interpret and apply blueprints, schematics, wiring diagrams, engineering drawings, technical manuals, National Electrical Code, National Fire Codes, local codes, and to use trade formulas to calculate common properties. Practical knowledge of electronic principles to troubleshoot electrical circuits containing electronic components.

Skill in installing and rearranging old or new outlets, relays, switches, and light fixtures, Skill in the use of hand tools, portable power tools, and a wide variety of test equipment. Ability to test complete circuits for functionality after repair or installation. Skill in troubleshooting and tracing hard-to-locate defects or problems. Shift work may be required. Ability to discern colors, contrast, and depth. Emergency overtime may be required. Employee will be required to wear protective clothing and gear on occasions when working around hazards.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a journeyman electrician's license. Must maintain a valid MI Driver License, U.S. Government Driver License and a U.S. Government Favorable Background Investigation/Secret Security Clearance, Must obtain a Department of Defense Common Access Card (CAC) which is issued after hiring

(ElecLicE9_CS-214_SANGB_Apr09.doc)

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

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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

This updated PD is a current, accurate representation of the duties assigned to the position.

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

TRACY CLAUS

12/23/2015

Appointing Authority

Date

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.

Employee

Date