

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

Position Code 1. ELECTRNE

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 TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Facilities Administration
4. Civil Service Position Code Description Electrician Licensed-E	10. Division Building Operations
5. Working Title (What the agency calls the position) Electrician Licensed E9	11. Section Central Region
6. Name and Position Code Description of Direct Supervisor Brent West, Facilities Supervisor 13	12. Unit Zone 1
7. Name and Position Code Description of Second Level Supervisor Bill Harris, Facilities Supervisor 14	13. Work Location (City and Address)/Hours of Work Hannah / Ottawa Bldgs. 608 W. Allegan Street Lansing, Michigan 8:00 a.m. – 5:00 p.m. or some variation
14. General Summary of Function/Purpose of Position This is the experienced (journeyman) level. The employee performs a full range of Electrician assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations. The employee will work 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. The employee will utilize 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 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: 70

Performs a full range of Electrician assignments

Individual tasks related to the duty:

- 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 others.

Duty 2

General Summary:

Percentage: 10

Utilizes the computerized maintenance management system (CMMS)

Individual tasks related to the duty:

- Checks work orders daily utilizing the computerized maintenance management system
- Closes out work orders utilizing 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: **Percentage: 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: **Percentage: 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: **Percentage: 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 made independently in this position and tell who or what is affected by those decisions.

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

17. Describe the types of decisions that require the 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 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.

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 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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | 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?

Yes

23. What are the essential functions of this position?

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.

Reclassification: This position is being reclassified to the Electrician Licensed E9 for recruitment purposes.

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, performing a full range of Electrician assignments and may assist in training others.

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 the principles of electricity and electronics.

Knowledge of the electrical codes which typically apply to the work assignment.

Knowledge of the standard methods, materials, tools, and equipment of the electrical trade.

Knowledge of electrical devices such as controls, switches, starters, transformers, motors, and panel boards.

Knowledge of the potential occupational hazards connected with electrical work and the safety standards and practices, which should be applied.

Knowledge of basic MIOSHA safety rules regarding tools, equipment, and methods used in this classification.

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