

1. Position Code
ELECLICEA12R

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.

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 Licensed - E9	10. Division Building Operations
5. Working Title of Position Electrician	11. Section Building Automation & Specialty Services (BASS)
6. Name and Classification of Direct Supervisor Jeffrey Akright, Bldg. Trades Supervisor 12	12. Unit Fire Controls
7. Name and Classification of Next Higher-level Supervisor Robert Weller, Departmental Manager-14	13. Work Location (City and Address)/Hours of Work Stevens T. Mason Building 530 W Allegan St. Lansing, MI 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 Electrical assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations. The employee uses specialized equipment to test, maintain and repair fire alarm and life safety systems. 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.	
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15. Please describe your assigned 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

Perform a full range of Electrical assignments

Individual tasks related to the duty.

- Study blueprints and schematics to determine methods, materials, and equipment needed to complete the assignment.
- Connect wires to plugs, switches, controls, light fixtures, traffic controls, appliances, motors, breaker panels, and switchboards.
- Splice 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.
- Disassemble, repair and reassemble or replace defective electrical equipment such as plugs, switches, outlets, controls, ballasts, motors and appliances using hand tools, test equipment, and service manuals.
- Test 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.
- Measure, cut, bend, thread, assemble, and install electrical conduit, junction, switch, outlet boxes, and switch boards using hand tools and such special equipment as mechanical drills, cutters, benders, and threaders.
- Clean and lubricate equipment and maintain records on equipment status and maintenance.
- Install and repair light fixtures, electrical controls, motors, and appliances using hand tools and electric drills.
- Inspect and evaluate electrical equipment to ensure that it operates efficiently and safely; determine whether equipment and new installations meet requirement of the National Electric Code.
- Pull wire through conduit.
- Determine materials needed for most frequently occurring repair work, prepares requisitions, and monitors inventory.
- Clean and maintain tools and perform routine maintenance on special equipment used in Electrician's work.
- May assist in training others.

Duty 2

General Summary of Duty 2

% of Time 10

Use the computerized maintenance management system (CMMS)

Individual tasks related to the duty.

- Check work orders daily using the computerized maintenance management system Maximo
- Close out work orders using the computerized maintenance management system Maximo.
- Enter critical work data into Maximo in an accurate and concise manner.
- Assist lower level and peer group trades in the use of the Maximo system.
- Enter data into Maximo for follow-up work orders.
- Use specialized equipment to test, maintain and repair fire alarm and life safety systems.

Duty 3

General Summary of Duty 3

% of Time 10

Participate in construction partnering

Individual tasks related to the duty.

- Attend and participate in meetings for projects related to electrical work.
- Participation includes providing electrical maintenance input at the design stage and plan review.
- Participate 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.

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

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

Perform related work appropriate to the classification, as assigned

Individual tasks related to the duty.

- Perform special assignments as necessary or as directed by upper management.
- Assist other trades as needed.
- Provide 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 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? Indicate the amount of time and intensity of each activity and condition.

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. (If more than 10, list only classification titles and the number of employees in each classification.)NAMECLASS TITLENAMECLASS TITLE**20. My responsibility for the above-listed employees includes the following (check as many as apply):**☐ Complete and sign service ratings.☐ Assign work.☐ Provide formal written counseling.☐ Approve work.☐ Approve leave requests.☐ Review work.☐ Approve time and attendance.☐ Provide guidance on work methods.☐ Orally reprimand.☐ 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?

- 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.

Filling vacancy.

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. 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 Licensed E9: This is the experienced 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.

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 journeyman electrician's license issued by the State of Michigan.

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