

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

Position Code

1. ELECLICEA

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 Master Licensed-E10	10. Division Building Operations
5. Working Title (What the agency calls the position) Master Electrician	11. Section Building Automation & Specialty Services (BASS)
6. Name and Position Code Description of Direct Supervisor Jeffrey Akright, Bldg. Trades Supervisor 12	12. Unit Fire Controls
7. Name and Position Code Description of Second 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 / 8am – 5pm 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 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: 65

Perform preventive maintenance & repair of fire detection prevention and suppression systems located in various state facilities.

Individual tasks related to the duty:

- Use of smoke detector testing equipment; manipulation of control panel function keys for self-diagnosis and some program changes, use of toner & decimeter.
- Develops, maintains and utilizes forms, logs and records related to life safety systems, building operations, training, safety and electrical function.
- Installs and maintains motors.
- Attends physical staff meetings.
- Maintains records and prepares reports related to the work regarding equipment, supplies, and materials.
- Prepares written reports on projects and equipment conditions.
- Properly uses, cleans and stores tools and equipment.
- Inspects wiring and all electrical work for conformity to specifications or codes, using test equipment such as a voltmeter, ohmmeter, etc.
- Tests and certifies new installation of certain hardware and software.
- Updates all prints to As-builds when a change has been made, and coordinates to have the changes documented on AutoCAD.
- Measures, cuts, bends, threads, assembles and installs electrical conduit, junction, switch, and outlet boxes and switch boards using hand tools and such special equipment as mechanical drills, cutters, benders, and threaders.
- Splices wires by stripping insulation from wires leads, twisting, clamping, and/or soldering leads together and applying insulating terminal caps using a variety of hand tools; makes underground waterproof splices. Connects wires to plugs, switches, controls, light fixtures, appliances, motors, breaker panels and switch boards.

Duty 2

General Summary:

Percentage: 15

Performs electrical work, obtains permits 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.
- Determines material needed for most frequently occurring repair work, prepares requisitions and monitors inventory.
- Upgrades electrical services and distribution systems.
- Installs isolated power systems for communication equipment.
- Installs energy saving variable drive motors, automatic transfer switches, electrical metering equipment, electronic transformers and other electrical energy saving devices.
- Maintains and repairs overhead doors.
- Participates in construction partnering, attending meetings for and participating in projects related to electrical work. Participates and takes ownership in the total project through construction and commissioning, including providing electrical maintenance input at the design stage and plan review.

Duty 3

General Summary:

Percentage: 5

Utilizes the computerized maintenance management system

Individual tasks related to the duty:

- Checks work orders daily utilizing the computerized maintenance management system (CMMS)
- Closes out work orders utilizing 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 CMMS for follow-up work orders.

Duty 4

General Summary:

Percentage: 5

Purchases materials and supplies and performs other related work appropriate to the class and level.

Individual tasks related to the duty:

- Studies sequences of operations and hardware diagrams (blueprints) in order to evaluate the material and labor needed to accomplish tasks.
- Purchases supplies in compliance State purchasing regulations.
- Obtains written or verbal bids for emergencies/rushes.

Duty 5**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 6**General Summary:****Percentage: 5****Other duties as assigned.****Individual tasks related to the duty:**

- Performs special assignments as necessary or as directed by upper management.
- Assists other trades as needed.

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

Position makes independent decisions as necessary to protect employees working in laboratories and office buildings from exposure to health hazards and to assure continued uninterrupted physical plant services to laboratories and office facilities. In the course of performing the assigned duties of this position will have frequent contact with scientists, doctors, engineers; mechanical contractors and various staff.

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

If a required emergency purchase will exceed BOD delegated limit.
If it is necessary to shut down buildings.
Establishing policy for the physical plant.
Commitment of resources for special projects.
Personnel matters.

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.

Climbing, pushing, pulling, crouching, walking on catwalks, kneeling, may be required to wear a respirator, exposure to extreme temperatures and/or environment (wet, steam, hot, humid, dusty, noisy, smoky, contaminated air, fumes, radiation, and low-freezing cold conditions). Periodically exposed to areas that are at risk of electrical shock, flammable fluids, dangerous diseases (rabies, TB virus), dangerous heights and moving traffic machinery.

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):

- | | |
|---|--|
| ☐ 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. |

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.

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 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 State of Michigan master electrician's license and a valid State of Michigan driver's license. NICET Certification is highly desirable.

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.

N/A

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

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