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** MIL AFFR CENTRAL OFFICE
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Michigan Air National Guard
4. Civil Service Position Code Description Electrician Licensed-E	**10. Division** Battle Creek Air National Guard Base
5. Working Title (What the agency calls the position) Electrician Licensed	**11. Section** Civil Engineer Squadron
6. Name and Position Code Description of Direct Supervisor PAPRISH, SCOTT T; BUILDING TRADES SUPERVISOR-1	**12. Unit** 110th Civil Engineering
7. Name and Position Code Description of Second Level Supervisor FOSTER, BRIAN M; NONSTATE SUPERVISOR	**13. Work Location (City and Address)/Hours of Work** 150 Canberra Street Battle Creek, MI 49037 / Monday - Friday 6:30 AM - 5:00 PM

14. General Summary of Function/Purpose of Position

Perform any combination of electrical journeyman level duties to repair commercial and industrial electrical equipment at the facility including Maintenance, Repair, and Testing of Fire Alarm systems, Lightning Protection Systems, facility and Service grounding, Airfield and Roadway lighting systems. Duties also include designing and installing new electrical circuits, and installing outlets, fixtures and equipment located on the facility. Work is accomplished utilizing a variety of machines, tools, and specialty electrical equipment requiring independent judgment and journeyman level skills.

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: 50**

Electrical

Install and repair electrical systems, apparatus, and electrical components of industrial machinery and equipment, following electrical code, manuals, schematic diagrams, blueprints and other specifications. Tools and equipment used for this duty include hand and power tools, electrical test equipment such as voltmeters, ohmmeters and meggers. Have the ability to operate and work from an aerial bucket truck, motorized elevated platform, etc.

Individual tasks related to the duty:

- Read and interpret technical descriptions and safety manuals, including National Electric Code, Air National Guard directives and manuals, and American National Standard Institute Guidelines.
- Read and follow electrical code, manuals, schematic diagrams and blueprints.
- Advise and consult with Air National Guard technicians, engineers, manufacturer representatives, supervisor and other electricians to diagnose malfunctions or projects.
- Initiate parts lists to requisition equipment, materials or supplies.
- Coordinate with personnel regarding power outages prior to work.
- Install, repair and maintain power supply wiring and conduit to machines, motors, equipment, base fire alarm systems, switches, relays and fixtures.
- Troubleshoot electrical equipment, switch gear, controls and wiring.
- Repair or replace faulty components such as motors, starters, switches, relays, controls, circuit boards, circuit breakers, receptacles, bulbs, ballasts and fixtures.
- Test continuity of circuits to ensure electrical compatibility and safety of components.
- Perform preventative maintenance on electrical equipment on the facility.

Duty 2

General Summary: **Percentage: 10**

Conduct regular inspections of Battle Creek facilities and equipment to determine maintenance and repair requirements. Oversee the preventative maintenance checks and services (PMCS) daily operations.

Individual tasks related to the duty:

- Identify equipment needs, spec and estimate costs, and prepare procurement requests for the State Purchasing process, to include buying new, leasing, and rental of equipment.
- Confirm work specifications with building standards and codes
- Studies blueprints and diagrams to plan materials and labor needs by visual observation, gauges, meters, and other test devices.
- Work with contractors and provide guidance and oversight, including project planning and coordination.
- Communicate with leadership to ensure overall mission objectives are satisfactorily accomplished.

Duty 3

General Summary: **Percentage: 20**

Install Test/troubleshoot and maintain Fire Alarm systems.

Individual tasks related to the duty:

- Install fire alarm system as designed to include conduit, wiring, devices, and panels.
- Install/Test/Maintain fire alarm devices, and panels
- Perform preventative maintenance on fire alarm systems.

Duty 4

General Summary: **Percentage: 15**

Maintain, troubleshoot, and repair secondary voltage power lines.

Individual tasks related to the duty:

- Maintain and repair streetlights and other outdoor lighting fixtures.
- Maintain and repair aircraft parking ramp lighting.
- Utilize electric man lifts and high reach truck in the execution of duties.
- Replace fusing on the secondary wiring lines.
- Inform Utility provider of outages and what is affected on the facility to ensure expedient repairs are made.

Duty 5

General Summary: **Percentage:** 5

Other duties as assigned

Individual tasks related to the duty:

• Other tasks as assigned.

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

Personal judgment based on personal experience. Use independent judgment to make decisions requiring the application of procedures and practices to specific work Analyze and compile data while taking instructions from people to precisely operate and control equipment. Responsible for assigning own priorities from multiple assignments. Determine proper formulas to use for testing equipment conformance to specifications. Solve problems requiring interpretation of technical information. Identify safety concerns and have require quick reaction or immediate response to certain situations. The inability to exercise practical judgment when making any of the above decisions regarding building support utilities and equipment could render buildings unusable for their intended purpose.

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

When a work request is received which does not fit into the normal scope of assigned responsibilities or actions that may violate the DMVA policies and procedures, the supervisor will be contacted for guidance. Some examples would be work requests that involve a major change in the infrastructure, SOP or projects that would cost more than $2,500.00 Decisions that would set a precedence contrary to the existing policies of the department. Decisions that would have a negative impact on the department budget.

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.

Standing, sitting, climbing, stooping, kneeling, crouching, crawling, reaching, lifting 50 lb. objects, carrying, walking, running, and bending. Shoveling, driving motorized equipment to include tractors, lifts, and mowers.

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 - management developed PD.

23. What are the essential functions of this position?

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

The ability to obtain and maintain a Common Access Card (CAC) issued by the federal government, Box 16, duties.

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

The electrician is responsible for keeping all the facilities within the complex, in a state of readiness, which includes all major and minor electrical components, and that their systems are following the National Electrical Codes. This position maintains journeyman level license by attending training required by the State of Michigan.

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 principals of electricity, codes with typically apply to the work assignment, standard methods/materials/tools/equipment of the electrical trade and potential occupational hazards connected with electrical work and the safety standards and practices which should be applied. Skill in the use of the tools of the electrical trade, the installation of electrical devices, diagnose the cause of electrical breakdowns, repairing and adjusting electrical devices. Ability to work hours/schedules as required including “call-back”. Ability to wear protective clothing/equipment. Ability to travel and stay overnight. Ability to work from roofs, ladders, scaffolds, etc. Ability to work climatic/dirty conditions. Ability to interpret and apply blueprint, schematics, specifications, maintenance manuals, and assembly instructions. Ability to adapt. Ability to study and comprehend new technology. Ability to make mathematical computations. Possess a thorough knowledge of potential occupational hazards connected with electrical work and the safety standards and procedures which should be applied. Maintains a thorough knowledge of plans and specifications, National Electric Codes and MIOSHA rules and regulations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a Journeyman Electrical License, current and in good standing.

The ability to obtain and maintain a Common Access Card (CAC) issued by the federal government.

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**