

**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 DEPARTMENT OF STATE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Branch Operations
4. Civil Service Position Code Description Electrician Licensed-E	10. Division Occupancy Services
5. Working Title (What the agency calls the position) Electrician Licensed E9	11. Section Construction & Logistics
6. Name and Position Code Description of Direct Supervisor HALL, RODRICK J; DEPARTMENTAL MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor BADGERO, WILLIAM D; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 1301 Sunset Avenue, Lansing, MI / Monday-Friday 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

The employee performs electrical work the full range of technical aspects of electrical work. The employee uses independent judgment in making decisions without the availability of supervision. The employee will work in concert with and support of other trades to perform a full range of electrician assignments for projects on state leased 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: 60**

Performs electrical work as required by law and performs the full range of technical aspects of electrical work all across the state.

Individual tasks related to the duty:

- Serves as the licensed Electrician on-site at the construction or remodeling projects across the state.
- Carries 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.
- 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, amp meter, 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.
- Assists to determine 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.

Duty 2**General Summary:****Percentage: 30**

Participates in construction partnering and performs related work, as assigned.

Individual tasks related to the duty:

- Attends meetings for and participates in projects.
- 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.
- 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.

Duty 3**General Summary:****Percentage: 5**

Utilizes the computerized maintenance management system used within department.

Individual tasks related to the duty:

- Checks work orders daily utilizing the work order system.
- Closes out work orders utilizing the work order system.
- Enters critical work data into the work order system in an accurate and concise manner.
- Assists lower level and peer group trades in the use of the work order system.
- Enters data into the work order system for follow-up work orders.

Duty 4**General Summary:****Percentage: 5**

Continuous safety training and other duties.

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 or MIOSHA.
- Obtains recertification for all required safety issues necessary to maintain an electrical license.
- Other duties as assigned.

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 effect 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.
Some overnight travel may be required to complete job duties across state.
Lifting is required. Driving throughout the state to perform work.

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?

Yes

23. What are the essential functions of this position?

Serves as the licensed Electrician on-site at the construction or remodeling projects across the state.
Carries 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.
Provides Electrician services on buildings to preserve the investment of the Department of State.
Works in concert with other trades to perform a full range of assignments for projects on state leased and 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.

New position due to increased need.

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 Department of State. This position works independently and on a team; performing the full range of technical aspects of electrical work and may assist in training others and with other trades.

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.
Skill in the use of tools of the electrical trade.
Skill in the installation of electrical devices.
Skill in diagnosing the cause of electrical breakdowns.
Skill in repairing and adjusting electrical devices.
Ability to interpret and apply blueprints, schematics, maintenance manuals, and assembly instructions.
Ability to study and comprehend new technology.
Ability to make mathematical computations.
Ability to 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.

SPR: Position requires incumbent to possess and maintain a valid driver's license in accordance with agency's driving record standards.

Some duties in this job series may require training/certification for the safe use of certain tools and equipment.

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.

None

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

CRISTEL DAVIS

12/17/2025

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
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