

MAINTENANCE MECHANIC I (ELECTRICIAN)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class perform electrical maintenance and repair work. This is considered the apprentice level in which incumbents work in situations that provide training to develop skills and knowledge. Supervision is provided on more complex assignments while routine projects and assignments are worked on more independently. As employee skill and knowledge increases, less direction is provided until incumbents perform a range of electrical maintenance and repair assignments at the full performance level. Advancement depends on the assignment and performance of higher level duties on a regular basis and on position availability. In general, jobs involve learning such trade practices and skills such as the proper use of trade tools and equipment; ordering and estimating materials, tools and supplies to perform assignments and/or projects; reading blueprints, sketches and technical manuals to understand the electrical functions of parts or systems; planning and laying out work, making adjustments and calibrations, etc. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Installs, repairs and maintains pumps, electric motors, motor controllers, transformers, generators and institutional and hospital equipment in accordance with the National Electrical Code so that equipment will operate safely and efficiently;

Installs, maintains and repairs various types of intercommunication systems, fire alarm systems, public address systems, etc. in accordance with all safety codes and regulations;

Installs electrical conduit, tubing, shielded cable, fixtures and distribution systems in accordance with all safety codes and regulations;

Installs, maintains and repairs high voltage primary and secondary feeders and related equipment;

Installs, modifies and repairs circuits and devices to extend the useful life of the system in accordance with all safety codes and regulations;

Conducts tests on new and existing systems to determine faults and makes necessary repair and/or replacement;

Installs, maintains and repairs telephone systems to extend the useful life of the system in accordance with all safety codes and regulations;

Maintains, installs and repairs street lighting to extend the useful life of the equipment;

Performs maintenance on electrical generators and automatic switching equipment used in emergencies to ensure that equipment will be operational when needed;

Recommends new equipment and methods to increase productivity;

Performs an immediate inspection in the event of an electrical or related emergency and under direction, takes proper action for repair;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Estimates material costs and staffing requirements to allocate resources efficiently and effectively;

Assists in securing information needed for budget formulation;

Maintains records and prepares reports as required;

Requisitions necessary materials and supplies;

Maintains work area in a clean, orderly and safe condition;

Performs routine and emergency repairs and maintenance, both scheduled in response to emergency situations, as required;

Depending on work location, may operate amusement park devices, participate in snow removal, etc., as assigned;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of a variety of tools, procedures and techniques relating to the trade; familiarity with the safety precautions of trade; ability to understand and follow simple oral and written instructions; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) three years experience in maintenance or mechanical work under the supervision of a skilled trades worker; or (b) completion of an appropriate two year technical school course*.

SPECIAL REQUIREMENTS: (1) Possession of a valid license to operate a motor vehicle in New York State. Depending on work assignment, may be required to possess a CDL license. (2) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

SUBSTITUTION: Apprenticeship training or training gained by the satisfactory completion of technical courses in mechanical equipment or in any of the trades at a school, institute or branch of the armed services may be substituted on a year for year basis for the above required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.