

## SENIOR MAINTENANCE MECHANIC III (ELECTRICIAN)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this foreman level position is responsible for planning and implementing an electrical maintenance and repair program. Responsibilities include supervising a staff, including at least one journeyman; inspecting facilities, planning and laying out work; and estimating materials and costs, including staffing requirements. Work is performed with considerable independence and in accordance with departmental protocols, procedures and trade standards including the National Electrical Code and OSHA. More complex jobs may require detailed instructions, blueprints or sketches from an engineer or technician. The incumbent is fully proficient in the skills and practices of the trade, with full knowledge of the principles, tools and techniques. The difference between this foreman level position and that of the journeyman is that the foreman supervises at least one journeyman electrician and may supervise a number of lower level full time, seasonal and temporary personnel. Performs related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in the repair, maintenance, overhaul and installation of high tension power lines, transformers, generators, motors and special electrical equipment to ensure that work is performed in accordance with trade standards so that it will operate safely and efficiently;

Assigns daily work schedule to subordinate personnel to allocate resources to ensure efficient use of available staff and makes routine inspections of assigned work to ensure it is completed in accordance with trade standards;

Assists in the planning of alterations and repairs to building and other structures requiring electrical devices and equipment;

Supervises and participates in the installation, maintenance and repair of various types of intercommunication systems, fire alarm systems, nurse call systems, security systems, medical gas alarms, etc., to ensure that equipment will operate safely and effectively;

Inspects electrical devices, lines and equipment to insure safety and adequacy for intended use and to determine required action;

Performs an immediate inspection in the event of any electrical emergency or breakdown and takes proper action for repair;

Gives technical advice as to selection of electrical apparatus and equipment;

May supervise performance of service and maintenance contractors to insure that work is performed in accordance with contract specifications;

Insures that work areas are kept in a clean, orderly and safe condition;

Assists in yearly budget formulation;

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

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

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

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

Uses 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.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, processes, terminology and techniques used in the electrical trade; thorough knowledge of the accident and safety precautions of the trade; thorough knowledge of supervisory techniques and practices; knowledge of the National Electrical Code as prepared by the National Fire Protection Association; ability to foresee electrical maintenance and repair needs, ability to plan work and to estimate cost per project; ability to supervise others; ability to work effectively with supervisory and managerial personnel; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness and imagination in meeting new and unusual electrical installation and repair problems; initiative in seeking new and improved work methods; physical strength and agility; physical condition commensurate with the demands of the situation.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a current electrician's license to work in Westchester County.

SPECIAL REQUIREMENTS:

1. Licensure must be maintained throughout employment.
2. Possession of driver's license valid for operating a motor vehicle in New York State. Depending on work assignment, may be required to possess a CDL license.
3. 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.