

## MAINTENANCE MECHANIC (ELECTRICIAN)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs a wide variety of electrical work including the installation, maintenance, and repair of electrical supply and power systems, appliances and equipment. Work assignments are initiated by oral instructions or written work orders and are checked upon completion with only occasional supervision during the course of a job. Supervision may be exercised over Maintenance Workers (Electrician), or other subordinate labor / maintenance personnel assigned to help. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Maintains and repairs fire alarm system including alarm boxes, test pedestals, punch registers, gongs, generators, batteries, circuit protector boards, sirens, air whistles, cables, and related equipment;

Installs, maintains, and repairs motors, transformers, air conditioners, fans, buzzers, public address system;

Installs and connects switches, wiring, and outlets;

Installs and connects wall, ceiling, pole or outdoor fixtures;

Cuts and bends conduit;

Maintains and repairs traffic signals and road signs;

Maintains generators and auxiliary generators for police, fire, and civil defense activities, and police radio systems;

Performs emergency electrical repair work as required;

Performs other electrical installation, repair, and maintenance tasks as directed;

May assist and participate in obtaining materials and equipment from vendors;

May keep simple records and make reports on work completed, inventory counts etc;

May operate special vehicles at times in the performance of tasks;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, processes, and terminology associated with electrical trades; thorough knowledge of the installation, maintenance and repair techniques associated with electrical trades; good knowledge of accident prevention and safety precautions of the trade; familiarity with the applicable provisions of the state code and such local code as applies to the trade; ability to do a wide variety of electrical repair work with a high degree of skill; ability to work with high voltage electrical equipment; ability to troubleshoot electrical power systems; ability to use all types of electrical test equipment; ability to calculate electrical loads and wire sizes; ability to coordinate work with the work of other trades; ability to read blueprints and rough sketches; ability to use electrical drawings; ability to keep accurate records of activities performed and complete basic reports; ability to comply with OSHA (Occupational Safety and Health Administration) safety standards; ability to read and interpret National Electrical Code; ability to follow oral and written instructions; ability to get along well with others; ability to plan and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; mechanical ability; manual dexterity; good eye and hand coordination; good sense of balance; resourcefulness in work performance; initiative in completing assigned work; dependability; flexibility; good judgment; physical strength and agility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Master Electrician License issued by the Westchester County Electrical Licensing Board in accordance with Sections 277.702 and 277.707 of Westchester County Law Article XVII.

SPECIAL NOTE: The appointing authority is responsible for ensuring that the above mentioned license is current and maintained throughout the course of employment.

SPECIAL REQUIREMENT: At time of appointment, incumbent may be required to possess a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages,  
Special Districts,  
Cities of Rye and Peekskill  
School Districts  
J.C.: Non-competitive

Job Class Code: 0462 / S462