Franklin County Board of Commissioners
HUMAN RESOURCES

Franklin County Board of Commissioners
Classification Specification and Job Description

CLASSIFICATION TITLE: Electrician	**CLASS NUMBER**: 30802	**FLSA**: Non-Exempt
AGENCY/DIVISION: Public Facilities Management	**JOB TYPE**: Full Time, Classified	**PROBATION PERIOD**: 120
BARGAINING UNIT: AFSCME	**PAY GRADE**: A9	**POSITION CONTROL #**: Varies
POSITION LOCATION: 373 S High Street, Lobby, Columbus, OH 43215	**TYPICAL WORK SCHEDULE**: Monday – Friday 7:00 AM – 4:00 PM	**SUPERVISOR (PCN)**: Electrical Foreman (Varies)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:
The primary purpose of the Electrician classification is to install, repair and maintain electrical systems in county buildings and facilities.

JOB DUTIES:
Install, repair, and perform skilled electrical construction. Diagnose problems and identify electrical systems and devices. Identify safety hazards related to electrical problems and take appropriate action to mitigate and correct problems. Perform preventative maintenance, install, diagnose and repair heaters, fans, appliances, transformers, fuses, motor control systems, UPS, emergency lights, generators, electrical systems, writing components and accessories.

Install, diagnose, and repair light fixtures, ballasts, and fixture hardware. Replace light bulbs and tubes. Clean light fixtures. Operate machinery (e.g., machine lifts, bucket trucks, and vehicles). Prepare work area by removing furniture and debris, erecting barricades, and installing signage and safety tapes. Perform site clean-up and perform high skilled electrical work at journeyman level for construction projects.

Prepare reports. Maintain inventory control of supplies, parts and equipment. Order parts and provide approved purchase order numbers to the appropriate vendors. Ability to read drawings and blueprints and understand specifications. Coordinate, oversee, and work with outside contractor for maintenance of electrical generators. Escort outside contractors to work site and assist with electrical system shut-downs. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:
Knowledge of inventory control; safety practices; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to apply principles to solve practical, everyday problems; add, subtract, multiply and divide whole numbers; complete routine forms; maintain accurate records; understand manuals and verbal instructions, technical in nature; cooperate with co-workers on group projects; demonstrate strength to lift up to 75 lbs., demonstrate strength to move objects from one location to another.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Any equivalent combination of relevant training and experience including but not limited to: High school diploma or GED, supplemented by vocational/technical training with emphasis in electrical work and five (5) years of experience as a licensed Electrician.

Additional Requirements
Must obtain Ohio Driver's license.

Supervisory Responsibilities
None required.

UNUSUAL WORKING CONDITIONS:
May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:
I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

_____	_____	_____
Employee Name	Employee Signature	Date

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Effective Date:_____