

CLASSIFICATION SPECIFICATION

Electrical Specialist

FT/PT Class Code: 6013, 6513 Pay Grade: B/C 15 FLSA: Non-Exempt Rev. 07/01/12

SUMMARY STATEMENT: A class incumbent is involved in advanced electrical work installing, repairing, and maintaining electrical equipment and systems in various structures and has credentials to certify installation according to national standards.

NATURE AND SCOPE:

A class incumbent typically reports to a technical or administrative supervisor and provides electrical installation, maintenance and certification services to ensure proper safety, maintenance and operation of campus facilities. Concurrently, an incumbent will assist other personnel to correct malfunctions in electrical systems, supervise subordinates, determine and analyze facilities electrical system and component systems. An incumbent sees that assignments are carried out in accordance with the accepted National Electric Code Standards and applicable regulations.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Installs/inspects installation of new or upgrading of existing electrical current or services for power to supply lighting, air conditioning, heating and refrigeration systems.
2. Operates voltage testers, and ammeters, industrial circuit testers, screw gauges, wiring pliers, neon circuit testers, and related testing devices and restores and repairs electrical equipment.
3. Installs new wiring, maintains existing wiring, maintenance of electric generators, emergency light system, fire alarm system, electrical transformer, installation of new computers and signal wiring and inspect, repair and maintain all safety and emergency equipment to ensure life support to all facilities.
4. Installs conduit and wire moldings for electrical wires, installs and replaces fuses and switches; tests and adjusts electrical contacts on equipment.
5. Locates and corrects power failures and short circuits.
6. Interprets blue prints, diagrams and layouts.
7. Estimates cost and time of projects.
8. Maintains, repairs and replaces transformers used for electrical power.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of National Electric Code Standards and of their application.
- ◇ Knowledge of hazards and safety precautions of the trade.
- ◇ Knowledge of interpreting wiring diagrams and blueprints.
- ◇ Knowledge of safe efficient operation and maintenance of heating, air conditioning and electrical systems.
- ◇ Knowledge of mechanical and electrical principles and methods used in the design and operation of various systems.
- ◇ Skill in application of standard practices and techniques in the use of tools and materials commonly used in the electrical trade.
- ◇ Skill in applying the National Electric Code standards when installing or inspecting new or upgraded electrical service.
- ◇ Skill in estimating cost and time required to perform work projects.
- ◇ Ability to establish and maintain effective working relationships with fellow employers.

MINIMUM QUALIFICATIONS:

- ◇ Experience in electrical work at the journeyman level installing, repairing, and maintaining electrical equipment and systems.
- ◇ Experience certifying new or upgraded electrical installation in accordance with the accepted National Electric Code standards and applicable regulations.
- ◇ Possession of a valid certificate of registration as issued by the Delaware State Board of Electrical Examiners.