**POSITION NO. H-11**

**PAYROLL TITLE: Electrician**

**DEPARTMENT: Electrician Services**

**PROPOSED RATE OF PAY: See Wage and Salary Survey**

**SUPERVISOR/SUPERVISES: See Organizational Chart**

**POSITION OBJECTIVE:**

It is the objective of this position to be responsible for providing members and customers with an efficient and timely response to satisfy their electrical needs.

**PRIMARY RESPONSIBILITIES:**

1. Perform duties relating to the installation, repair and upgrade of electric services following established policies, practices, and procedures.
2. Establish and promote electrical services, maintaining competitive pricing and quality service.
3. Evaluate installed equipment, wiring and/or systems to detect hazards and make recommendations for adjustments, relocation, or replacement.
4. Estimate, repair/replace/install/order material, and bill for electrical servi5ces.
5. Perform electrical work, including the wiring of new meter poles, meter pole changes, installation of underground meter pedestals, riser/meter base change-outs and running wiring circuits for residential and small commercial accounts. Perform control work in substations.
6. Provide emergency after-hours, weekend, and holiday service, including electrical and water heaters.
7. Maintain, and submit required reports, work orders, estimates, invoices, time sheets, and expenditures, etc. on a timely basis.
8. Project a positive public image and maintain satisfactory public relations by responding to consumer inquiries in a timely and professional manner.
9. Perform all other duties as assigned by Supervisor.

**QUALIFICATIONS:**

1. Ability to conform to policies established for the Cooperative by the Board of Trustees.
2. Must have good communication, customer service and employee relation skills.
3. Ability to work on energized circuits.
4. Must follow all safety procedures.
5. Keeps informed of technical developments outside the Cooperative through study of technical literature, attendance at the appropriate meetings and training programs as required.
6. Must be able to independently make decisions.
7. Must hold a valid driver’s license.

**PAYROLL TITLE:** **Electrician**

**START:** Individual must have a basic knowledge of language arts, math and social sciences.

**LEVEL I:** Individual has a working knowledge of the National Electric Code.

**LEVEL II:** Individual is able to perform the primary responsibilities of the position.

**TOP:** Individual is able to perform all duties and requirements associated with the position and has worked in the electric field for a minimum of 3 years.

**ADVANCED:** Individual is a journeyman electrician with five years of actual work experience as a journeyman electrician and has obtained a State of Ohio Electrical License.

**CORE COMPETENCIES:**

Safety Conscious

Integrity and Trust

Ethics and Values

Member Focus

Dependability

Accountability

**PHYSICAL REQUIREMENTS:** Heavy work requiring exertion of up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Lifting and carrying of 10 to 50 pounds occasionally. Reaching and lifting overhead is required. Job requires standing, crawling, climbing, bending, pulling and reaching majority of the time. Majority of time spent out-of-doors. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees. Includes exposure to mechanical, electrical, burns, confined space, radiant heat, work at heights and operating machinery hazards. Some exposure to odors, gases, dust, and dirt. Safety equipment required. Must be able to communicate with individuals. Driver’s license required. Must have acute consciousness of safety and positive attitude toward accident prevention and meet the safety equipment limitations of all tools and safety equipment required for this position.

**ELECTRICAL SERVICES--PHYSICAL/MENTAL REQUIREMENTS:**

Must have sufficient physical health to perform the essential functions, duties, and responsibilities of the job. Must have acute consciousness of safety and positive attitude toward accident prevention.

**ESSENTIAL JOB FUNCTIONS:**

1. Strength Medium work. Lifting, carrying, pushing, pulling 20 - 50 lbs. occasionally,

10 - 25 lbs. frequently, or up to 10 lbs. constantly. Can include walking and or standing

frequently even though weight is negligible. Can include pushing and or pulling of arm and or

leg controls.

1. Climbing Occasionally. Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet, and legs or hands and arms. Body agility is important.
2. Balancing Occasionally. Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.
3. Stooping Occasionally. Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
4. Kneeling Occasionally. Bending legs at knees to come to rest on knee or knees.
5. Crouching Occasionally. Bending body downward and forward by bending legs and spine.
6. Crawling Occasionally. Moving about on hands and knees or hands and feet.
7. Reaching Frequently. Extending hand(s) or arms(s) in any direction.
8. Handling Frequently. Seizing, holding, grasping, turning or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
9. Fingering Frequently: Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
10. Talking Frequently: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
11. Hearing Frequently: Perceiving the nature of sounds by ear.
12. Near Acuity Frequently: Clarity of vision at 20 inches or less.
13. Far Acuity Clarity of vision at 20 feet or more.
14. Depth Perception

Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

1. Accommodation

Adjustment of lens of eye to bring an object into sharp focus. This factor is required when doing near point work at varying distances from the eye.

1. Color Vision Occasionally. Ability to identify and distinguish colors.

**EDUCATION REQUIREMENTS:**

Basic knowledge of language arts, math and social sciences, plus specific vocational preparation to learn the techniques, acquire the information, and develop the facility needed for average performance in a specific job.

**WORK ENVIRONMENT**:

The normal work week is comprised of five 8-hour shifts during the seven-day work week. Shifts will be scheduled in advance but may vary during the work week. Work completed inside and outside of the office facility and outside in the general service territory.

**ELECTRONIC AND/OR MOTORIZED EQUIPMENT TO BE USED:**

Lawnmower, riding lawnmower, HVAC equipment and machinery, passenger vehicles, trucks, trailers, forklift, telephone, personal computer, printers, calculator, telefax machine, copy machine, and various measuring tools and instruments.