



Date: July 7, 2015
Title of Position: Electrician II
Salary: Per AFSCME contract: Grade 17, \$885.75/week @ step 1
Effective: June 2015

Responsibilities and Qualifications: (Please see the attached Commonwealth of Position Description Massachusetts Human Resources Division Electrician Series Classification Specification and /Form 30 for more detailed information.)

Responsibilities: Ensure the safe and adequate functioning of electrical systems and equipment. Maintain buildings and related structures by applying accepted electrical techniques, electrical codes, and safety precautions. Test, repair, install and/or maintain various types of electrical systems and equipment. Troubleshoot electrical and related equipment, diagnose and perform or recommend repairs. Install and repair low voltage data lines.

Qualifications: Valid Driver's License. One (1) Year of Full Time or equivalent part time experience as Massachusetts Licensed Electrician. Possession of a current and valid Massachusetts Journeyman or Master Electrician License. Experience with the operation and troubleshooting of photovoltaic systems a plus.

Additional information: Source of Funding: 01
Area of Assignment*: Facilities
Supervisor*: Director of Facilities
Shift*: 6:00 a.m. – 2:30 p.m.
Days Off*: Saturday and Sunday

MCCC AFSCME DCE Non-Unit Full-time Part-Time

*Supervisor, area of assignment, shift, and days off are currently applicable to this position; however, these specifications are descriptive and not restrictive and are subject to change by the administration, pursuant to the applicable terms of the collective bargaining agreement.

Application Procedures: For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent job-related references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201.

hbailey@berkshirecc.edu

Application closing date: July 25, 2016. BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.

Position Description, Form 30
Commonwealth of Massachusetts

Position Title: Electrician II
Job Group: 17
Functional Title (optional)

Department: Facilities

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Ensure the safe and adequate functioning of electrical systems and equipment. Maintain buildings and related structures by applying accepted electrical techniques, electrical codes, and safety precautions. Test, repair, install and/or maintain various types of electrical systems and equipment. Troubleshoot electrical and related equipment, diagnose and perform or recommend repairs. Install and repair low voltage data lines.

SUPERVISION RECEIVED (Name and title of person from whom incumbent receives direction)
David Moran, Director of Facilities

SUPERVISION EXERCISED (Number and titles of positions directly supervised by incumbent)
None

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES

1. Test, repair, install and/or maintain various types of electrical systems and equipment by operating the appropriate equipment and tools to ensure proper maintenance and functioning of necessary equipment.
2. Troubleshoot electrical and related equipment by using necessary equipment and reading schematics, diagrams and outlines to identify and correct operational problems.
3. Write technical specification for equipment purchases. Maintain an adequate inventory and order equipment and materials as necessary.
4. Inspect the work of outside contractor visually to ensure compliance with agency safety codes and regulations.
5. Repair and install low voltage data lines.
6. Interpret CAD and schematic drawings.
7. Estimate electrical projects and order supplies and materials.
8. Actively participate in meetings, seminars, workshops, etc. to exchange information including, but not limited to campus-wide strategic planning meetings, computerized maintenance management system training, etc.
9. Maintain reports necessary for the efficient operation of the department including, but not limited to, cost analysis for energy saving opportunities, project budget estimates, computerized maintenance management systems tracking, etc.
10. Interview prospective employees within and outside of the department.
11. Assist with landscape maintenance as necessary.
12. Assist with moving, supply deliveries and event setup as necessary.
13. Assist with snow plowing, shoveling, snow blowing and de-icing.
14. Designated as essential personnel during site emergencies and snow removal.
15. Assist with other trade work orders as necessary.

QUALIFICATIONS REQUIRED AT HIRE (List knowledges, skills and abilities)

1. Knowledge of National and Massachusetts Electrical Codes.
2. Knowledge of the principles and theory of electricity.

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- 3. Knowledge of the types and uses of hand tools used in electrical practices such as pliers, screwdrivers, etc.
- 4. Knowledge of the types and uses of equipment including testing equipment used in electrical work.
- 5. Knowledge of safety practices and precautions observed in electrical trade.
- 6. Knowledge of inspection techniques used in the electrical trade.
- 7. Knowledge of Photovoltaic Systems and the preventive maintenance, testing and repair of such systems.
- 8. Knowledge of basic algebra and arithmetic.
- 9. Skill in the use of precision measuring equipment, gauges and instrumentation used in electrical work.
- 10. Skill in using hand held power tools such as drills.
- 11. Ability to follow written and oral instruction.
- 12. Ability to climb and work from ladders and scaffolding.
- 13. Ability to establish and maintain harmonious working relationships with others.
- 14. Ability to stand for prolong periods of time.
- 15. Ability to lift and carry heavy objects.
- 16. Ability to install, maintain and repair electrical wiring systems and equipment.
- 17. Ability to detect and locate causes of electrical failure or breakdown of equipment.
- 18. Good customer service skills
- 19. Thorough understanding of OSHA and State safety and health regulations.
- 20. Proper understanding and use of personal protective equipment.

QUALIFICATIONS ACQUIRED ON THE JOB (list knowledges, skills and abilities)

- 1. Install and repair low voltage data lines and equipment.
- 2. Ability to operate a snow plow and truck mounted salter.

MINIMUM ENTRANCE REQUIREMENTS

- 1. Valid Driver’s License.
- 2. Must have at least 1 Year of Full Time or equivalent part time experience as Massachusetts Licensed Electrician.

LICENSE AND/OR CERTIFICATION REQUIREMENTS

- 1. Possession of a current and valid Massachusetts Journeyman or Master Electrician License.
- 2. Experience with the operation and troubleshooting of photovoltaic systems a plus.

REMARKS

SIGNATURE OF APPOINTING AUTHORITY

TITLE

BERKSHIRE COMMUNITY COLLEGE
AGENCY

PREPARED BY

INITIALS OF INCUMBENT DATE

INITIALS OF SUPERVISOR DATE

Commonwealth of Massachusetts
Human Resources Division
Class Specification
Electrician Series

I. Electrician Series:

Electrician I
Electrician II

II. SUMMARY OF SERIES:

Incumbents of positions in this series test, repair, install and/or maintain various types of electrical systems and equipment; troubleshoot electrical and related equipment; maintain adequate inventory of equipment and materials; inspect the work of outside contractors; determine materials and/or equipment necessary for a job and on-the-job procedure changes; and perform related work as required.

The basic purpose of this work is to ensure the safe and adequate functioning of electrical systems and equipment.

III. ORGANIZATIONAL LEVELS:

Electrician I is the entry-level skilled trade job in this series.

Electrician II is the first-level supervisory job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Tests, repairs, installs and/or maintains various types of electrical systems and equipment by operating the appropriate equipment and tools to ensure proper maintenance and functioning of necessary equipment.
2. Troubleshoots electrical and related equipment by using necessary equipment and reading schematics, diagrams and outlines to identify and correct operational problems.
3. Maintains an adequate inventory of equipment and materials by contacting vendors for equipment prices and ordering equipment and materials.
4. Inspects the work of outside contractors visually to ensure compliance with agency safety codes and regulations.
5. Determines on-the-job procedure changes by consulting with trades people, private utilities, outside contractors and engineers to obtain technical advice and coordinate and expedite work projects.
6. Determines acceptable quality of materials and/or equipment necessary for a job to ensure that completed work projects comply with specifications.
7. Performs related duties such as reviewing technical literature to keep abreast of developments in the field; resetting fire alarm systems; deciding when to kill main electrical power supply in an emergency; setting up, breaking down and/or moving staging; drafting schematics, diagrams and outlines; and providing on-the-job training.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

Electrician II:

Incumbents of positions at this level also:

1. Write technical specifications for equipment purchases.
2. Attend meetings, seminars, workshops, etc. to exchange information.
3. Maintain reports such as time and production, repair, vacation, attendance, cost analysis, etc.

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4. Interview prospective employees.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with supply house vendors, contractors, other trade personnel, engineers, estimators, utility and fire companies.

VII. SUPERVISION RECEIVED:

Electrician I:

Incumbents of positions at this level receive general supervision from Electricians or other employees of higher grade who provide instruction, assign work and review performance through inspection for proper completion.

Electrician II:

Incumbents of positions at this level receive general supervision from employees of higher grade who provide instruction, assign work and review performance through inspection for proper completion.

VIII. SUPERVISION EXERCISED:

Electrician I:

Incumbents of positions at this level exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1-5 laborers or trades helpers, or may exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to and review the performance of 1-5 laborers or trades helpers.

Electrician II:

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to and review the performance of 1-5 skilled trade personnel.

IX. WORKING CONDITIONS:

Electricians are exposed to the hazards of high voltage; climb and work from ladders and scaffolds; may drive for job related travel; and may work varied hours.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of state and local electrical codes.
2. Knowledge of the principles and theory of electricity.
3. Knowledge of basic algebra.
4. Knowledge of basic arithmetic.
5. Knowledge of the types and uses of small hand tools used in electrical practice such as pliers, screwdrivers, etc.
6. Knowledge of the types and uses of equipment including testing equipment used in electrical work.
7. Knowledge of safety practices and precautions observed in the electrical trade.
8. Knowledge of inspection techniques used in the electrical trade.
9. Knowledge of the types and uses of hand held power tools such as drills, etc.
10. Skill in using small hand tools such as pliers, screwdrivers, etc.
11. Skill in the use of precision measuring equipment, gauges and instrumentation used in electrical work.

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12. Skill in using hand held power tools such as drills.
13. Ability to lift and carry heavy objects.
14. Ability to understand, explain and apply the laws, rules and regulations governing assigned unit activities.
15. Ability to lead a group of workers.
16. Ability to follow oral and written instructions.
17. Ability to interpret and apply laws, rules and regulations concerning electrical practice.
18. Ability to write clearly and concisely.
19. Ability to maintain accurate records.
20. Ability to prepare and use charts, graphs and tables.
21. Ability to establish and maintain harmonious working relationships with others.
22. Ability to perform arithmetical computations with speed and accuracy (addition, subtraction, multiplication and division).
23. Ability to perform algebraic calculations to determine voltage, amperage and resistance factors.
24. Ability to read and interpret documents such as electrical plans, schematics, drawings, etc.
25. Ability to make decisions and act quickly in emergency situations.
26. Ability to climb and work from ladders and scaffolds.
27. Ability to install, maintain and repair electrical wiring systems and equipment.
28. Ability to detect and locate causes of electrical failure or breakdown of equipment.
29. Ability to work with the tools, materials and equipment of the electrical trade.
30. Manual dexterity.
31. Mechanical aptitude.

Based on assignment, the following additional qualifications may be required at hire:

1. Knowledge of the methods and techniques of testing fire alarm systems.
2. Knowledge of the procedures and methods followed in the installation of fire alarm systems.
3. Ability to operate a motor vehicle.
4. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

Additional qualifications required at hire for Electrician II positions:

1. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

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1. Knowledge of the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
2. Knowledge of life saving techniques.

Based on assignment, the following additional qualifications may be acquired on the job:

1. Knowledge of the methods and techniques of testing highway lighting systems.
2. Knowledge of the laws, rules and regulations governing public fire service communications.
3. Knowledge of the methods and techniques of testing traffic control signal systems.
4. Knowledge of the principles and theory of electricity as they pertain to the installation of fixed radio transmitting and receiving equipment.

Based on assignment, the following additional qualifications may be acquired on the job in Electrician I positions:

1. Knowledge of the principles, practices and techniques of supervision.

Additional qualifications acquired on the job in Electrician II positions:

1. Knowledge of the principles, practices and techniques of supervision.

XII. MINIMUM ENTRANCE REQUIREMENTS:

Electrician I:

None.

Electrician II:

Applicant must have at least one year of full-time, or equivalent part-time, experience as a licensed journeyman or master electrician.

XIII. SPECIAL REQUIREMENTS:

Possession of a current and valid Massachusetts Journeyman or Master Electrician's License issued by the State Examiners of Electricians.*

*NOTE: License requirement regarding the Department of Public Works: Neither general street lighting nor traffic light work performed by the Department of Public Works or its agents or employees on public ways is subject to the licensing requirements of M.G.L. Chap. 141. 1976 - 1977 Op AG, No. 26.

Based on assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's License.

Occupational Group 45

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