

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Maintenance Electrician Foreman		Class Code: 004HB1
	FLSA Status: Non-Exempt	Salary Schedule: LTC 1	Effective Date: 11-7-14
	Summary: Incumbent is responsible for a full range of electrical maintenance and installation within a state facility. Incumbent installs new power lines, panels, electrical circuits and both indoor and outdoor lights.		

Duties:

- Repairs motors, appliances, alarm systems, valves and regulators;
- Conducts a preventive maintenance program on all components;
- Maintains all work order logs;
- Schedules work and work assignments of electricians;
- Prepares detailed estimates for new projects to include costs and material needs;
- Reviews all building plans and approves electrical specs;
- Requests and monitors use of all electrical supplies;
- Writes justification and specifications for most electrical supplies and equipment;
- Writes procedural manuals for electrician section and updates as changes occur;
- Performs related duties as required.

Job Requirements:

- Knowledge of, and ability to apply, national and local codes as quality guidelines;
- Knowledge of, and ability to handle, high voltage electricity;
- Ability to read and interpret electrical blueprints and schematics and uses a variety of specialized tools and measuring devices common to the trade including hot line equipment;
- Knowledge of resistors, diodes, transformers and other electrical components;
- Ability to analyze proposed projects in terms of material, man-hours and cost;
- Ability to supervise and set standards and schedules for institutional electricians;
- Ability to obtain and hold a valid driver's license;
- Effectively communicate, both orally and in writing;
- Required knowledge of state and facility personnel regulations.

Difficulty of Work:

Work involves standardized procedures and tasks requiring practical application of routines and techniques. Incumbent must have knowledge of a variety of hand tools used in the completion of electrical work.

Responsibility:

Incumbent is responsible for the overall proper maintenance and repair of electrically powered equipment in the facility. Incumbent generally works independently to maintain maximum efficiency at all units and must work very carefully in order to protect equipment and avoid mishandling because of dangerous electric currents involved. Incumbent is responsible for scheduling work and conducting reviews of work performed by maintenance electricians. Incumbent discusses problems with supervisor and makes suggestions on the installation of new equipment and purchase of material and must make many technical decisions without aid from supervisor.

Personal Work Relationships:

Incumbent interacts with other employees of the agency to give and receive information and instructions necessary to provide service. Incumbent answers questions from the public or offenders and delivers or retrieves materials to or from other agencies. Daily contacts are maintained with the supervisor and coworkers.

Physical Effort:

Work is generally light involving the handling of small parts and tools. Considerable walking from station to station is involved when checking lights, thermostats and motors. Sometimes, incumbent is required to lift heavy motors, pull wires through conduits and climb poles.

Working Conditions:

Incumbent works in well lighted, heated and ventilated surroundings on many assignments, but frequently works outside in extreme temperatures. Incumbent frequently is required to go into tunnels or crawl spaces and may work at considerable height on a line pole and other structure such as three story buildings and water towers. The incumbent must always be alert to the dangers of high voltage and injury to others in the area of the work performed.