

## GENERAL SERVICES ELECTRICIAN

Pulaski County

**Department:** General Services

**Supervision Exercised:** None

**Supervision Received:** General Services Facilities Manager. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Non-Exempt, Full-Time

**TESTING/SCREENING AND CERTIFICATIONS REQUIRED:** Drug & Alcohol Testing, Background Screening & Driving Record Required. Must possess current trade's license in electrical.

**Essential Employee:** Yes, please see Pulaski County Personnel Policy

**Work Hours:** Monday thru Friday, 7:30 a.m. until 4:00 p.m. Some evenings, weekends, and holiday work required.

**ESSENTIAL FUNCTIONS:** Performs responsible skilled work in the general maintenance, electrical, mechanical, plumbing, carpentry, HVAC, repairs, modifications, and construction of County buildings and related equipment. This includes installing, maintaining, and repairing electrical systems while adhering to safety protocols and building codes, as well as utilizing hand and power tools to complete tasks. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is required.

### RESPONSIBILITIES:

- **Troubleshooting & Repair:** Identify and diagnose electrical problems using testing devices and tools, and repair or replace faulty wiring, equipment, or fixtures
- **Electrical Work:** Performs rough and finished electrical work
- **Maintenance:** Performs mechanical maintenance work on public buildings, facilities, and equipment
- **Component Inspection:** Inspect electrical components such as transformers, circuit breakers, and panel, to ensure proper functionality and safety
- **Blueprint Reading:** interpret blueprints and technical diagrams to plan and execute electrical installations
- **Repairs & Installation:** Installs new electrical services and other items in County buildings

## General Services Electrician

- **Manage:** Operates and maintains mechanical systems including heating, air conditioning, and ventilation systems
- **Wiring and Systems:** Install, maintain, and repair wiring electrical control, wiring, and lighting systems

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of common and power hand tools used in building and equipment maintenance work
- Thorough knowledge of the carpentry trades
- Advanced knowledge of electrical trade
- Ability to work from sketches, drawings, and blueprints
- Ability to maintain records, logs, and proper reports

**ADA REQUIREMENTS:** Ability to operate, move, and maneuver hand tools, both manual and powered; ability to move up to 50 pounds; ability to observe details of one's environment at a close range or at a distance and perceive colors in order to discern color-coded wiring; ability to exert enough force to move wiring and conduits during electrical work; move materials; and withstand prolonged periods of remaining stationary in an upright position and lowering one's position toward the floor at the waist or knees, and ascending and descending ladders, stairs, or traverse other steep environments to achieve work objectives.

### **EDUCATION AND EXPERIENCE:**

- High school diploma
- Minimum of two years of electrical related experience required
- Completion of formal apprenticeship or equivalent

### **PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

### **TRAINING AND JOB DEVELOPMENT:**

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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Employee Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date