

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

MAINTENANCE ELECTRICIAN

Position Code: K5300

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, performs journeyman electrical work; constructs, installs, alters, maintains and repairs electrical systems, equipment and fixtures.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Installs and maintains electrical systems which operate on alternating or direct current circuits and high voltage lines, generators, and appliances through panels, switches, meters and circuit breakers; installs CRT or TV cables.
2. Dresses and polishes commutators; seats and replaces brushes; performs similar work in repairing and replacing parts.
3. Converts motors and appliances to correct current rating.
4. Repairs and maintains electrical switchboards, panels, household appliances, air conditioners, public address systems, and other apparatus utilizing electricity or its effects.
5. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of eight (8) years elementary school **and** experience necessary to qualify as a journeyman electrician.

Knowledge, Skills and Abilities

Requires ability to earn and maintain certification in Asbestos Operations and Maintenance (O&M) training as mandated by OSHA and EPA regulations.

Requires ability to read, interpret and work from drawings or sketches.

Requires ability to perform all tasks usually associated with journeyman electricians.

Requires ability to instruct and direct unskilled workers.

Requires ability to inspect and perceive unsafe or faulty conditions in production, transmission, and utilization of electricity.

Requires skill in the use of tools of the trade.

Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Established – March 16, 1977

Revised – December 18, 2013