

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

MAINTENANCE ELECTRICIAN GENERAL FOREMAN

Position Code: K5325

DISTINGUISHING FEATURES OF THE CLASS

Under direction of the Construction and Maintenance Administrator, performs electrical work at the level of master craftsman; assigns, directs and checks the work of the foreman and all of the journeymen electricians in all phases of electrical work.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Assigns journeymen to trade tasks in the installation and maintenance of electrical systems which operate on alternating or direct current circuits and high voltage lines, generators, and appliances through panels, switches, meters and circuit breakers.
2. Directs the work of the foreman, craftsmen or helpers in an electrical maintenance operation.
3. Makes estimates of materials and time needed for jobs.
4. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four (4) years high school **and** four (4) years experience 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 extensive knowledge of the tools, materials, methods and practices and hazards of the trade.

Requires ability to direct journeymen electricians.

Requires skill in the use of tools of the trade.

Requires ability to perform all tasks associated with journeymen electricians.

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

Requires ability to make simple arithmetic computations and estimations of materials needed.

Requires willingness to travel and possession of a valid Illinois driver's license.

Established – October 16, 1992

Revised – December 18, 2013