

CLASS SPECIFICATION FOR  
**Electrician**

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**GENERAL STATEMENT OF DUTIES:** Installs, maintains and repairs electrical apparatus and equipment in all County-owned buildings and water and wastewater systems; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work on the journeyman level involving responsibility for difficult electrical maintenance and repair operations as well as installation work. Work is performed according to prescribed standards and procedures and is subject to inspection by a supervisor.

**EXAMPLES OF WORK** (illustrative only):

- Inspects and repairs mechanical and electrical systems;
- Periodically verifies and checks life-safety equipment such as ionization detectors, smoke detectors, fire alarms, door-intrusion alarms and microwave intrusion alarms;
- Installs and repairs fluorescent, industrial and general lighting fixtures and connections;
- Installs and repairs electrical switches and relays;
- Makes repairs on electrical motors, pumps and fans;
- Inspects and maintains electrical motor-control panels;
- Does electrical and maintenance work on oil burners, circulating pumps, heating controls, fans, and thermostats;
- Inspects electrical panels, making sure connections and grounds are proper;
- Changes or cleans filters in air-handling units, fan-coil units, pumps and other equipment;
- Lubricates mechanical equipment according to manufacturer's specifications on preventive maintenance basis, or as needed;
- Tests emergency diesel generator equipment and controls on prescribed schedule;
- Files forms such as work orders, maintenance reports and inspection reports;
- Operates mechanical systems such as chillers, boilers, pumps of various types, air-handling units, air compressors, air dryers, domestic water heaters, and other related systems;
- Pulls and installs submersible water wells and installs sewage pumps;
- Services turbine-driven generators, gas and diesel engines, electronic level sensors, and other equipment;
- Performs routine building maintenance, such as adjusting doors (roll-up and standard) and doing minor masonry;
- Adjusts and repairs office equipment;
- Repairs and adjusts toilet fixtures;
- Cleans and adjusts controls for cooling tower;
- Occasionally tests and adjusts controls for water-flow and air-delivery volumes in piping and air moduline systems;
- Uses test instruments such as volt-amp meter, velocity meter (water and air) humidity-temperature recorder;
- Wires buildings and makes additions to existing wiring;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the standard practices, tools and terminology of the electrical trade; considerable knowledge of elementary electrical theory; skill in making repairs to complicated electric wiring, fixtures, motors and equipment; ability to read and work from blueprints; dependability; physical condition that permits such activities as heavy lifting, bending and occasional work under adverse temperatures and/or weather conditions.

## Electrician (continued)

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school or trade school and three (3) years of electrical experience, preferably with one (1) year of experience as a journeymen electrician; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a journeyman electrician's certificate issued by the County of Henrico. Some positions may require possession of a valid driver's license issued by the State of Virginia. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position. Positions assigned to the wastewater treatment plant must have pre-work and annual physicals to determine fitness to safely use a self-contained breathing apparatus. (For the safe use of an SCBA, no facial hair or contact lenses are permitted, though glasses are acceptable.)

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.