

**CLASS SPECIFICATION FOR**  
**Senior Electrician**

---

**GENERAL STATEMENT OF DUTIES:** Supervises and performs skilled electrical, instrumentation and electronic control installation, maintenance and repair work; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The employee in this class supervises Electricians, Instrumentation Specialists and/or Maintenance Helpers and performs skilled shop and field tasks in assembling, installing, servicing, testing, repairing and adjusting electrical, electronic and control components. The incumbent demonstrates skill in troubleshooting problems so as to ensure that proper functioning is maintained and downtime is minimized. The employee inspects all work in progress and after completion for compliance with safety and code requirements. Receives general supervision.

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

- Supervises Electricians, Instrumentation Specialists and/or Maintenance Helpers in the installation, wiring, maintenance and repair of electrical, electronic, instrumentation and control components;
- Develops, implements and updates preventive maintenance programs for control and instrumentation equipment;
- May prepare preliminary outlines for and designs of proposed projects;
- Estimates costs and orders materials for projects;
- Assists in preparing schedules, work guide sheets, employee time reporting for staff and related personnel and administrative reports;
- Assists in developing and preparing section's budget;
- Diagnoses and corrects problems and failures of control and instrumentation components;
- Troubleshoots and repairs printed circuit boards;
- Calibrates, repairs and maintains pressure, flow and level sensing/transmitting/receiving devices;
- Maintains and repairs programmable logic controllers;
- Oversees and coordinates all related work done by outside contractors;
- Develops and implements staff training programs on operation and maintenance of control components;
- Maintains and repairs telemetry systems;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the standard practices, tools, and equipment of the electrical, electronics and instrumentation trade; considerable knowledge of the principles of electricity, electronics, controls and instrumentation; good knowledge of the occupational hazards and the safety precautions involved in electrical/electronic work; skill in the installation, maintenance and repair of electrical, electronic and instrumentation equipment; ability to supervise effectively; ability to read and interpret electrical/electronic schematics and logic diagrams; ability to keep accurate records and to prepare written reports; ability to work independently and on own initiative; physical condition that permits such activities as heavy lifting, bending, driving and occasional work under adverse temperatures and/or weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school (preferably with related vocational training and coursework) and four (4) years of electrical/electronic/instrumentation work experience, with one (1) year of lead or supervisory experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Some positions may require the possession of an 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.

GK07  
Revised 03/27/01  
G

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.