



Position Title:	Chief Electrician	Job Code:	4226-06E
Reports To:	MEP Supervisor	Job Group:	SNE
Department:	Facilities Management	Salary Grade:	14
Prepared By/Date:	Carol Flynn/05-2006	FLSA Status:	Non-Exempt
Approved By/Date:	Prospero Herrera/05-2006		
Revised:	Jennifer C. Brito/05-27-2009		

Summary:

This is skilled supervisory work at the Electrical Trade Master's level in directing the installation, maintenance and repair of various systems of equipment and buildings. The Chief Electrician prepares, assigns, supervises and participates in the work of skilled, semi-skilled, and unskilled workers and inspects completed work and certifies that it meets the required codes and specifications.

Essential Duties and Responsibilities:

- Assigns work to subordinates, lays out and explains work to be done, instructs subordinates in the new techniques, gives on-site supervision to hazardous or complicated jobs, participates as needed to assist subordinates and supervises "training and indoctrination" of new employees.
- Works with superiors in planning repairs, modifications and gives technical advice regarding the work.
- Supplies technical advice and inspection of work done on contract.
- Estimates time and materials required for work, submits requisitions for materials, and makes recommendations concerning increases or decreases in personnel.
- Keeps the required records and submits reports.
- Obtains necessary permits for work to be performed.
- Stays current with codes and technological methods and advances of the electrical trade.
- Coordinates and supervises college streets and parking lots lighting.
- Performs maintenance and electrical upgrades.
- Coordinates with electrical contractor for electrical jobs and upgrades.
- Coordinates and maintains emergency generators college-wide, assigning and maintaining scheduled preventive maintenance.
- Coordinates with DERM and fire inspectors to keep college and facilities up to code and requirements.
- Plans new projects for future lighting fixtures upgrades and renovation.
- Comments and suggest electrical standards for new plan processing and reviews.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- A comprehensive and thorough knowledge of trade tools and of occupational hazards, precautions, local codes, and regulations pertaining to the trades is essential.
- Knowledge of records and forms used in the area of assignment.
- Excellent computer skills are essential.
- Ability to interpret work from instructions that are received from technical sketches, blueprint: orders, written or verbally.
- Ability to plan, assign, review, supervise, and inspect the work of others, schedule facilities and coordinate work with other trades.

- Ability to read, write and understand oral and written instructions.
- Ability to operate a computer terminal and large industrial equipment.
- Ability to explain inspection results and required corrections both verbally and in writing.
- Ability to read blueprints submitted for work permits and to conduct inspections to assure the proceeds in accordance with approved plans and codes.
- Ability to enforce building codes and MDC codes with firmness, tact, and impartiality.
- Ability to correct drawings and inspect all types of projects.
- Ability to use electronic mail, web based trouble report systems, and PDA based C.M.M.S software.
- Ability to work and communicate in a multi-ethnic/multi-cultural environment, travel in county willing and able to work any shift, weekends, and holidays, perform on-call and respond to after emergencies.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually loud.

This individual is exposed to both indoor and outdoor environment conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is physical work that requires the following activities: sitting, standing, walking, bending, kneeling, crouching, twisting, stooping, reaching, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. Must be able to lift/carry, push/pull up to 50 lbs over a distance of 20 feet, and work from heights and in areas where climbing a ladder is required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High school diploma or equivalent.
- A minimum of seven (7) years of diversified experience in the electrical trade in which four (4) of those years must be at a supervisory level.
- Possession of a valid certificate of Competency as a Licensed Master in an appropriate trade specialty from Miami-Dade, Broward, Monroe, Palm Beach County, or State License, where applicable.
- Must possess a valid driver’s license and be able to travel to any campus.

- This is a district position requiring the individual to work on all campuses.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name