



LEAD ELECTRICIAN

Job Code: 163BOE
Bargaining Unit: 20
Effective Date: 8/25/2005

Description of Work

General Statement of Duties

Performs supervisory and skilled trade work in installing, maintaining and repairing electrical/electronic equipment, wiring systems fixtures, cables and other related equipment; and performs related duties as required.

Supervision Received

Works under the general supervision of a General Lead Electrician and may receive additional supervision from a departmental or unit supervisor.

Supervision Exercised

Exercises within a unit moderate technical supervision over skilled trades workers and laborers.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Supervises the work of electricians and other employees engaged in installing and repairing either underground and/or overhead wires and cables.

Supervises building electrical installation, maintenance and repair.

Supervises and performs the repair of high-tension cables.

Acts as supervisor in his/her absence.

Supervises, assigns and performs the work involved in installing, maintaining and repairing generators, motors, switchboards, control boards, cut-outs, wall, floor and ceiling receptacles conduits, meters, fuse boxes, lights, fans, heaters, bell and buzzer systems, fire alarm, signal, and communication systems and all other electrical equipment and appliances.

Supervises and performs the work involved in the installation and repair of electrical equipment.

LEAD ELECTRICIAN

Typical Duties Performed (continued)

Estimates labor hours and material needs to complete assigned projects.

Prepares reports and recommendations as needed.

Keeps records of materials, supplies, employees and work performed.

Knowledge, Skills and Abilities

Considerable knowledge of the current National Electrical Code.

Considerable knowledge of the standard tools and materials, methods and safe work practices of the electrician trade.

Considerable ability to demonstrate work practices and to supervise

Considerable ability to estimate materials and labor needed to complete projects.

Considerable ability to evaluate existing conditions and to prioritize work.

Considerable ability to coordinate work with other trades involved in the work.

Considerable ability to perform electrician work.

Minimum Qualifications

High school diploma or G.E.D. certificate, must meet the experience requirements to obtain a Class A journey-level electrician's license, must possess and maintain a Class A journey-level electrician's license issued by the State of Minnesota and must have three years of experience as a journey-level electrician. Must possess a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license, with no suspensions or revocations within the two-year period prior to the date of appointment (suspensions for parking-related offenses excluded). Please note that a candidate's driving record will be reviewed prior to an offer of employment.