

**SPECIAL ELECTRICIAN-
SULLIVAN COUNTY COMMUNITY COLLEGE**

400-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing tasks as a special electrician, including performance of skilled electrical maintenance and repairs and performing other building maintenance activities at the Sullivan County Community College. General instructions are received regarding what tasks to perform permitting considerable leeway for planning the details of each job. Incumbent may oversee the work of other building maintenance personnel, as directed.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Maintains and repairs electrical wiring, machinery and equipment, including, but not limited to

designing and repairing electrical conduit, switches, relays, storage battery systems and circuit breaker panels;

Cleans, maintains and repairs electrical components of boilers, pumps, heaters, piping, valves, traps,

compressor belts, fire alarm systems and ventilation and heating systems;

Inspects property to determine maintenance needs and recommends priorities for repair;

Plans for preventative maintenance for various power, control and instrumentation equipment;

Recommends and calculates an estimate of materials required for repairs;

Completes work orders for all repairs and preventive maintenance performed;

Operates a variety of hand and power tools and equipment in the course of performing maintenance activities;

May work with others in making repairs while functioning as the lead worker in areas of electrical activities;

May assist in masonry, carpentry, painting, plumbing and snow removal as well as performing a variety of other semi-skilled duties, as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the common practices, tools, terminology, and accident precautions of the trade, and of the design, construction, installation, maintenance and repair of electrical instruments, devices and equipment; ability to work with low potential, high potential and extra-high potential circuits; some knowledge of mechanical drawing; ability to work from plans and specifications and to follow rough sketches and oral instructions; conscientiousness; and dependability.

MINIMUM QUALIFICATIONS: Two (2) years of experience maintaining and repairing electrical wiring, apparatus, fixtures, appliances and/or equipment and duties involving building maintenance activities.

SPECIAL REQUIREMENTS FOR APPOINTMENT:

Licensure as a Special Electrician by the Sullivan County Board of Electrical Examiners.

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