



ELECTRICIAN

SCOPE OF WORK:

Work involves installing, maintaining, and repairing electrical systems, apparatus, and electrical/electronic components of industrial machinery and equipment. The National Electrical Code and all other applicable standards and specifications are followed.

DUTIES PERFORMED AT ALL LEVELS:

- Install and maintain secondary distribution systems.
- Install and maintain building wiring and lighting systems.
- Install and connect power supply wiring to and between machines and equipment by following manuals, schematics, and blueprints.
- Test malfunctioning equipment and repair or replace faulty wires, cables, or electronic components.
- Repair electric motors.
- Install and maintain telephone equipment.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>

ELECTRICIAN I
GRADE H*

8241

LEVEL DEFINITION:

At this level, work involves routine, elementary tasks associated with installation, alteration, maintenance, and repair of electrical systems and equipment and is performed under close continued supervision by a journeyman or master electrician.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED.

CLASS CODES: 8241
8242
8243

ND Class Description
Electrician

SPECIAL REQUIREMENT:

An employee in this class must, within the first six months of employment, register as an apprentice electrician with the state electrical board (NDCC 43-09-13.1). This requirement does not apply if already registered as an apprentice or licensed at a higher level.

ELECTRICIAN II
GRADE I*

8242

LEVEL DEFINITION:

Work at this level is performed independently.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Install and maintain distribution boxes, switching gear, power and control circuits, etc.
- Work from building plans, blueprints, drawings, and the NEC to plan and lay out electrical circuits for safe and proper operation.
- Plan, lay out, and install data/communication lines.
- Requisition materials and supplies for electrical jobs.
- May supervise other electricians and receive or relay instructions.

MINIMUM QUALIFICATIONS:

Requires licensure as a journeyman electrician (NDCC 43-09-11).

ELECTRICIAN III
GRADE K*

8243

LEVEL DEFINITION:

At this level, work involves performing and supervising the installation, alteration, maintenance, and repair of electrical systems and equipment.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Supervise electricians; assign and inspect work to ensure that quality and safety standards are maintained.

- Estimate time, labor, and material requirements; maintain records for time and materials used.
- Coordinate electrical work with other trades.
- Engineer and design electrical blueprints for remodel projects.
- Maintain an inventory of repair parts.
- Develop and update a utility management program.
- Develop and administer an electrical safety program for employees.

MINIMUM QUALIFICATIONS:

Requires licensure as a master electrician (NDCC 43-09-11).

Eff. Date: 10/74 – Maintenance Electrician I and II

Rev: 07/76 – Added 3rd level, changed title

Rev: 8/92 - Administrative factoring project, pay line exception

Rev: 03/98 – Rewritten in current format

Rev: 08/05 – Reviewed pay grade exception and class evaluation; revised scope of work and level definitions

* Denotes pay grade exception

Rev: 07/12 – Conversion to Hay System