

**INGHAM COUNTY
JOB DESCRIPTION**

MAINTENANCE TECHNICIAN/ELECTRICIAN

General Summary

Under the general supervision of a Maintenance Supervisor, oversees electrical service at all County buildings. Designs, lays out, diagrams and prices new jobs. Meets with department heads to review requested repairs. Repairs or replaces motors, pumps, outlets, ballast, light switches and all other lighting and power requirements. Orders and maintains electrical supplies and inventories. Oversees the work of outside contractors to ensure compliance to bid specifications.

Essential Functions

1. Oversees and participates in troubleshooting circuits to locate problems. Designs, builds, and installs electrical and electronic components such as phase detectors, alarm systems and audio/visual equipment.
2. Disassembles, repairs and reassembles or replaces defective electrical equipment such as plugs, switches, outlets, controls, ballast's, motors and appliances.
3. Studies blueprints and schematics and determines methods, materials, and equipment needed to complete various assignments.
4. Maintains jail and youth home locking and alarm systems including installing new systems or repairing and replacing existing components.
5. Performs HVAC maintenance, repair, and installation projects for County buildings and oversees and participates in such projects as necessary.
6. Plans labor and material needs for designated electrical repair projects, which may include meeting with appropriate County staff to determine their needs, estimating project costs, and planning other project needs.
7. Works with outside contractors as assigned to ensure that work is completed according to specifications and to deal with problems occurring in the project. Coordinates electrical equipment rental and setup.
8. Responds to emergency calls. Reviews nature of problem and either performs maintenance repair or contacts supervisor to resolve the problem.
9. Maintains daily records and logs of work performed. Prepares reports as required.

10. Inspects and evaluates electrical equipment to ensure that it operates efficiently and safely; determines whether equipment and new installations meet requirements of the electrical code.
11. Maintains inventory and orders electrical supplies as necessary. Meets with vendors in regards to replacement and upgrades of electrical equipment.

Other Functions

12. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: High School graduation or equivalent. Advanced coursework in computer technology and electronics desirable.

Experience: Six or more years of electrician experience in a commercial or industrial setting, including at least two years as a journeyman electrician.

Other Requirements: Possession of a valid Michigan Master's Electrician license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Walks over uneven terrain to make repairs
- Squatting, stooping, kneeling to maintain and repair facilities and equipment
- Climbing ladders and scaffolding to make repairs.
- Lifting ability to remove and replace parts on building electrical systems.
- Ability to lift boxes of supplies, equipment and other items weighing up to 100 lbs.

Working Conditions:

- Works in confined spaces.
- Works outside in varying weather conditions.
- Works in cramped body positions to perform maintenance and repairs.

Works in areas with loud noise.

Exposure to high voltage electrical systems.

Exposure to equipment where risk exists of getting burned, bruised, or scraped.

Exposure to solvents, boiler chemicals and various other chemicals.

