

**SENIOR MAINTENANCE MECHANIC - ELECTRICAL**

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work involving responsibility for performance of the more difficult and complex building, installing, maintaining, and repairing tasks of rough and finished electrical systems of municipal properties. The work is performed on an independent basis with projects and priorities received from a higher level employee. Employees of this class may direct and review the work of outside contractors as assigned. Supervision may be exercised over the work of other Senior Mechanics, Mechanics, Helpers and Laborers. May be required to respond to emergency situations at irregular hours as needed. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Evaluates work orders and project requests and determines procedures and resources required to Complete assigned tasks;

Performs the more difficult and complex work relating to the laying out, installation, maintenance, repair and rebuilding of electrical fixtures, single and multi-phase equipment and systems, and lawn and grounds maintenance equipment;

Performs the more difficult and complex work relating to the installation, maintenance and repair of single and three phase power and light distribution systems, including voltage to 660V;

Performs the more difficult and complex work relating to the maintenance, repair or installation of electrical control systems;

Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous or unreliable wiring;

Insures that all electrical installations, maintenance and repair are performed in accordance with Federal, State and local rules, regulations, codes and ordinances;

Observes functioning of installed equipment systems to detect hazards and need for adjustments, relocation, or replacement;

Plans, lays out and organizes work assignments performed by maintenance crews;

Reviews and evaluates work assignments performed by electrician crews;

Determines required supplies and materials necessary in completing tasks, and orders supplies and materials;

Insures that quality of required supplies and materials meets acceptable standards for the completion of tasks;

Determines required technical support necessary in completing tasks and requests assistance from both within and outside the department as needed;

Instructs maintenance crews in proper use of new equipment and tools, and in new procedures and methods in performing assigned tasks.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Knowledge of the National Electrical Code and supplemental local county codes and ordinances relating to the electrical trade;

Knowledge of the common practices, tools and terminology of the electrical trade;

Knowledge of the safety procedures and accident precautions of the electrical trade;

Knowledge of one or more of the other construction trades;

Skill in the use of hand and power tools related to the electrical trade;

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (continued):**

Ability to make comprehensive evaluations of project assignments;  
Ability to work from detailed plans, specifications and rough sketches;  
Ability to carry out oral and written directions;  
Ability to plan, layout and supervise the work of others;  
Ability to measure, cut, bend, thread, assemble, and install electrical conduit;  
Dependability;  
Tact;  
Initiative;  
Resourcefulness;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as a skilled journeyman electrician.

**SPECIAL REQUIREMENT:**

Possession of a Class 5 New York State motor vehicle operator's license at the time of appointment.

**SPECIAL REQUIREMENT FOR EMPLOYEES OF ROCHESTER HOUSING AUTHORITY:**

Possession of a Master Electrician's license issued by the City of Rochester at the time of appointment.

**ADOPTED: OCTOBER 4, 1979**

**REVISED: MARCH 5, 1992**

**TITLE VERIFICATION: APRIL 30, 1992**

**(aka Senior Maintenance Mechanic/Electrician)**