

## ELECTRICIAN'S ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work undertaken by a person with basic electrical skills and training. The work involves responsibility for performing maintenance, repair, and installation work on municipal electrical equipment and wiring. General supervision regarding tasks to be done is received from an Electrician, but an employee in this classification has a wide leeway for the exercise of independent judgment in carrying out the details of the work. An Electrician's Assistant does related work as required.

### TYPICAL WORK ACTIVITIES:

- Assists in the maintenance and repair of electrical installations and equipment which includes installing cable/wiring; cutting, threading, and bending conduit; and making electrical connections/splices;
- Assists in the maintenance, troubleshooting, and programming of the Programmable Logic Controllers (PLCs) and Supervisory Control and Data Acquisition Systems (SCADA) at water and wastewater facilities;
- Maintains traffic light systems and controls within the municipality, install new lights, wiring, and makes necessary replacements and repairs;
- Maintains and repairs electrical wiring and controls in municipal buildings, parks, and recreational areas;
- Installs a wide variety of electrical equipment and devices;
- Periodically inspects all municipal wiring and devices, and makes suggestions for repairs and improvements;
- Makes repairs to electrical systems and controls at wastewater and water treatment facilities;
- Operates aerial bucket truck;
- Operates equipment and machinery used in assigned tasks;
- Performs other maintenance and custodial duties when so assigned;
- May assist other village/county/state departments;
- May respond to emergency calls.

### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the principles and practices of electrical system installation and maintenance; good knowledge of electrical safety practices; familiarity with National Electrical Code and control systems; skill and aptitude in the use of a wide variety of electrical power and hand tools; ability to work from plans, sketches, drawings and specifications; ability to follow oral and written instructions; initiative; resourcefulness; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or trade school with an Associate's degree or higher in electrical engineering or a closely related field; or
- (b) Two years of experience working in the electrical trade; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENT: Must possess and maintain the appropriate level Motor Vehicle Operator's License.

Adopted: 12/15/11  
Revised: 2/20/2014