

PLEASE POST CONSPICUOUSLY

THIS IS A CORRECTED POSTING

February 3, 2010

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Electrician
Department of General Services
Central Maintenance

The **Department of General Services – Central Maintenance** has one (1) vacancy for the position of **Electrician** at a rate of **\$53,698/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a non-competitive class Civil Service position that may be filled with an individual who meets the minimum qualifications as outlined in the attached job description.

Anyone who is interested in applying for this job should forward a resume AND application to the City of Albany, Department of Administrative Services, Room 301, City Hall, Albany, NY 12207 to be received no later than **Friday, February 19, 2010.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
FRIDAY, FEBRUARY 19, 2010

An Equal Opportunity/ Affirmative Action Employer

ELECTRICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing journeyman level electrician work including the laying out of work and diagnosis of malfunctions in electrical systems and equipment. The incumbent may direct the work of a small number of semi-skilled or relatively unskilled workers assigned to assist on jobs as needed. General supervision is normally received from a higher level employee who may set priorities and provide technical direction as necessary. The incumbent is allowed considerable leeway for planning the details of each job, and may be required to operate motor vehicles and power driven equipment.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Repairs, maintains and installs electrical systems and equipment such as power distribution and auxiliary equipment, wiring, switches, motors, controls, heating, ventilating and air conditioning equipment and fixtures and lighting;
- Repairs, maintains and installs electronic traffic control devices, changes lights and adjusts systems or timing light changes as directed;
- Lays out and completes work assignments consistent with applicable standards and codes;
- Prepares required reports relating to work performed and material used;
- Recommends to supervisors changes designed to improve the efficiency and effectiveness of operations;
- Makes estimates of time and material required for assigned tasks and keeps simple related records;
- May direct and supervise the work of a small number of semi-skilled or unskilled workers in installation, maintenance and repair of electrical equipment;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the practices, tools, equipment and accident precautions of the trade;
- Good knowledge of the materials used and applicable code requirements involved in installation, maintenance and repair of electrical systems and equipment;
- Skill in the care and use of a variety of hand and power tools and motorized equipment;
- Ability to work with all types of circuits;

- Ability to work from plans and specifications and to follow rough sketches and oral instructions;
- Ability to use a variety of tools and test equipment used in electrical work;
- Ability to understand and carry out simple oral and written instructions;
- Ability to perform moderate to heavy labor;
- Accuracy;
- Dependability;
- Resourcefulness;
- Working knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three (3) years of journeyman level full-time work experience, or its part-time equivalent, in installation, maintenance and repair of electrical systems and equipment.

SPECIAL REQUIREMENT:

- A. A valid NYS Driver's License is required at the time of appointment and for the duration of employment;
- B. Possession of an Electrical License at time of appointment and for the duration of employment.

Revised: 1955
3/16/83
10/26/05