

**Title:** Electrician Helper  
**PG:** 31  
**Status:** Civil Service  
**Position Reports to:** Facilities Manager  
**Department:** Various

**Class Code:** 8008  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is manual work leading to the acquisitions of journeyman skills as an apprentice electrician. Employees perform a variety of functions related to the construction and maintenance of high tension transmission systems or the installation and repair of appliances and electric signal apparatus as part of a training program designed to fit them for employment as apprentice electrician. Employees work under the immediate supervision and instruction of a journeyman or electrician in the performance of tasks, which increase in difficulty and responsibility as the apprenticeship period progresses. Work is subject to close inspection during progress and upon completion, and employees are carefully instructed in the performance of individual tasks and in the observation of adequate safety precautions against occupational hazards.

### **ESSENTIAL FUNCTIONS:**

1. Assists journeyman electricians in the construction, operation and maintenance of power substations; performs manual work in digging ditches and laying of conduit.
2. Assists in the construction of transformer vaults; sets transformers; grounds and wires transformers; builds and wires battery system to charge batteries; maintains battery banks.
3. May read blueprints and diagrams for wiring of breakers; installs power and lighting circuits in buildings; installs traffic signals and related control circuits.
4. Assists journeyman electrician in trouble shooting; finds and repairs problems.
5. Performs increasingly difficult work approaching the apprentice level as the training period progresses.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Some knowledge of the methods, materials and tools used in electrical construction and maintenance work.
2. Some knowledge of the principles of electrical theory as applied to electrical circuits and wire systems.
3. Skill in the use of pliers, wire cutters, pipe threaders, electric drills, saws, hammers and other hand tools and testing devices used in the work.
4. Ability and willingness to learn a wide variety of skilled tasks required in electrical construction and maintenance work.
5. Ability to learn and observe proper safety precautions.
6. Ability to maintain harmonious relationships with other employees.
7. Ability to perform heavy manual tasks under varying weather conditions.
8. Ability to understand and follow oral and written instructions.

### **WORKING ENVIRONMENT/CONDITIONS:**

Medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing or raising objects and also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds on an occasional basis.

The job risks exposure to bright/dim light, moving machinery, electrical shock.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High school diploma or its equivalent.
2. Six (6) months of experience in electrical and mechanical work.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.