



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 523.2

Job Title: **ELECTRICIAN**

Pay Grade: 18

### **GENERAL SUMMARY:**

Troubleshoots, maintains, manages and upgrades existing electromechanical systems to ensure an economical and safe distribution of electricity.

### **RESPONSIBILITIES:**

- Troubleshoots, maintains, manages and upgrades existing electromechanical and electronic installations and systems.
- Researches and analyzes causes of failures. Repairs, replaces and installs new equipment/components and related hardware to maximize function ability.
- Provides preventive maintenance ensuring safe and clean operating conditions.
- Prepares and updates various records, logs and reports related to the work being performed.
- Responds to emergency calls for various types of electrical failures and shutdowns.
- Organizes, schedules and monitors work assignments.
- Researches technical product specifications.
- Compares and evaluates product prices from vendors to determine most competitive bid.
- Assists in the inventory control management of electrical parts and components to provide appropriate supply levels.
- Inspects field locations to determine appropriate types and placement of electrical components for installation.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school degree or a GED certificate. Requires successful completion of an apprentice electrician program approved by the Bureau of Apprenticeship and Training or the equivalent as recognized by the Electrical Safety and Licensing Advisory Board.

#### **EXPERIENCE:**

No journey level experience is required.

#### **CERTIFICATION/LICENSE:**

A valid State of Texas Journeyman Electrician License is required.

Must have a valid Texas driver's license and comply with the City of Houston's policy on driving. May require a valid Commercial Driver's License (CDL).

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

### **IMPACT OF ACTIONS:**

Errors could lead to moderate expenses and inconveniences. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representatives and vendors. Interaction involves routine information exchange and/or simple service activity, which requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

### **WORK ENVIRONMENT:**

There are occasional exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Electrician Apprentice  
Electrician  
Assistant Electrical Supervisor  
Electrical Supervisor  
Electrical Superintendent