Personnel Order 2017-05

October 10, 2017

Amendment to Classification Plan

The City University of New York plans to promulgate the following changes to the Classification Plan of the Classified Service:

Revision of the following specification of an existing Competitive Title:

Electrician 91717

This title was last revised on March 25, 2000. This revision is the result of a review job description and qualifications for the position.

Pay range and contractual representation have not changed as a result of this specification revision.

To comply with contractual requirements, the revised specification must be posted in appropriate College locations for thirty (30) days.

Gloriana B. Waters
Vice Chancellor for the Office of Human Resources Management
THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title  Electrician
Title Code  91717
FLSA Status  Non-Exempt
Date Issued  March 15, 2000 R
Date Revised  October 10, 2017

General Duties and Responsibilities

Under direction, work as an electrician on the installation, repair and maintenance of high or low tension electrical systems for light, heat, power and communications in or on buildings, structures and highways; may serve as special electrician, making applications and obtaining permits and approvals required by rule, regulation and/or statute; process reports and maintains records; performs related work.

General Work Tasks

- Installs, repairs, replaces and maintains electric wiring systems and components, equipment and apparatus in or on buildings for structures in accordance with New York City Electrical Code, pertinent plans, specifications and job orders.

- Installs, repairs, replaces and maintains electric wiring and equipment, traffic signals and controllers.

- Installs raceways and electrical conductors.

- Conducts tests on existing installations to determine faults and makes necessary repairs.

- Keeps job and other records.

- In the temporary absence of the supervisor, ma perform the duties of that position

- Supervises assigned personnel.

- When assigned as a special electrician, obtains permits for electrical work to be performed, conducts and/or witness tests on electrical wiring systems, equipment and/or appliances; prepares applications, reports, notices and other documents; prepares required sketches, drawings and layouts.
Qualification Requirements

1. Five years of full-time satisfactory experience as an electrician; or

2. At least three years of full-time satisfactory experience as an electrician and sufficient satisfactory experience as an electrician’s helper or apprentice electrician or training in the electrical field acquired in an approved trade, technical or vocational high school to make up the equivalent of the remaining experience. Six months of acceptable experience will be credited for each year of such experience, apprentice training or training in the electrical field.

NOTE:

For appointment to certain positions, candidates will be required to possess a Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.

For assignment as a special electrician, candidates must possess and maintain the license(s) and/or certificate(s) required to perform these duties.

Direct Lines of Promotion

FROM: Electrician’s Helper (91722)   TO: Supervisor Electrician (91769)
Changes

From:

Qualification Requirements

1. Five years of full-time satisfactory experience as an electrician acquired **within the last fifteen years**;

2. At least three years of full-time satisfactory experience as an electrician acquired **within the last fifteen years** and sufficient satisfactory experience as an electrician's helper or apprentice electrician or training in the electrical field acquired in an approved trade, technical or vocational high school to make up the equivalent of the remaining experience. Six months of acceptable experience will be credited for each year of such experience, apprentice training or training in the electrical field.

To:

Qualification Requirements

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