



City of Phoenix

Electrician Assign: Lead

Job Code:	74121	Job Function:	Trades
Salary Plan:	004	Grade:	259
FLSA:	Nonexempt	Labor Assign:	Unit 2 AFSCME 2384
Benefit Cat:	002	EEO-4:	Skilled Craft
SOC:	47-2111	Last Revision:	November 2024

The listing of duties and responsibilities shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the essential functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason a Lead Assignment exists is to assist in supervising other employees or act as lead, focusing on safety issues, performing research, providing safety training and researching hazardous materials. This lead work is in addition to the regular duties as described in the base classification specification. The Lead assignment is distinguished from the base classification by supervisory responsibilities, responsibility for the more complex and technical work situations, the independence with which duties are performed, decision-making authority and the considerable additional knowledge and experience complying with safety codes.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from an Electrical Maintenance Foreperson or other supervisor with inspection.

ESSENTIAL FUNCTIONS:

- Training new and current employees
- Assigning, reviewing, and approving work
- Performs safety inspections
- Handling the more complex and technical problems and customer inquiries in the work unit
- Supervising a work unit whenever the regular supervisor is absent
- Completing various activity statistical reports, budget monitoring, and/or other special projects
- Ensuring that department management is informed of critical issues or other emergencies
- Providing input on employee performance evaluations and disciplinary actions
- Handling the day-to-day scheduling of employee breaks, work periods, and coverage of workstations or public counters
- Ensures work is performed in compliance with section/division/department standards and established deadlines
- Performs audits and updates department's electrical safety plan
- Depending on staff assignment may perform other duties and tasks



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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Electrical construction and maintenance, including installation of all sizes of electrical conduit, cables, wires, switches, automatic starting equipment, and pole line construction
- Occupational hazards and necessary safety precautions
- National Electric Code, municipal, county, state and federal codes and regulations

Ability to:

- Distinguish between the full range of colors in the color spectrum to work with electrical wires
- Use graphic instructions such as blueprints, schematic drawings, layouts, or other visual aids
- Estimate labor or material costs/amounts from blueprints or work plans
- Make mathematical computations
- Exercise independent thought and action within the scope of specific assignments
- Comprehend and make inferences from written materials
- Measure distances with a tape measure or other measuring device
- Make precise arm-hand positioning movements (i.e., operates an electric hand drill)
- Lift arms above shoulder level to work in ceiling areas, on light fixtures, or on traffic signals
- Work in small, cramped areas such as ceiling crawl spaces, equipment enclosures, closets, etc.
- Climb ladders or steps to reach work areas
- Work at heights greater than ten feet
- Remain in a standing position for extended periods of time
- Work in a variety of weather conditions with exposure to inclement weather and extreme heat
- Move heavy objects (50 pounds or more) long distances (more than 20 feet)
- Travel across rough, uneven, or rocky surfaces
- Use and distinguish information from thermal or infrared imaging equipment
- Wear appropriate PPE, including 40 calorie arc flash suits when needed
- Express ideas on technical problems clearly and concisely orally and in writing in the English language
- Work cooperatively with other City employees, building occupants, and the public
- Communicate orally in the English language with customers, clients, or the public in face-to-face one-on-one settings, or using a telephone
- Observe, monitor, or compare data to determine compliance with prescribed operating or safety standards
- Make decisions and coordinate work based on information given by the customer
- Work safely without presenting a direct threat to self or others

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment or shift
- Some positions require working irregular hours, shifts, weekends, and holidays



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- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. In addition, individuals may be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (C.D.L.). Pre-employment drug testing is required for C.D.L. positions. Employees in C.D.L. positions will be subject to unannounced alcohol and drug testing as a condition of continued employment
- Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage

ACCEPTABLE EXPERIENCE AND TRAINING:

Completion of a recognized four-year electrical apprenticeship program, or equivalent training, or three years of experience as a skilled electrician. Other combinations of experience and education that meet the minimum requirements may be substituted.