

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE:  NEW POSITION  EXISTING POSITION (allocated)

## PART I - Position Information. Items 1 through 12 to be completed by department

1. Agency Name: Kansas State University	9. Position Number W0006693	10. Department ID 36700 60010
2. Employee Name (leave blank if position vacant) VACANT	11. Present Class Title (if existing position) Electrician Senior	
3. Division Vice President for Administration & Finance	12. Proposed Class Title	
4. Section Division of Facilities	H 13. Allocation <i>Electrician Senior</i> U Supervisory Status: yes <u>no</u> FLSA Code <u>nonexempt</u> / exempt M A N R 14. Effective Date: <i>2/8/08</i> E 15. By: <i>[Signature]</i> Approved: <i>[Signature]</i> S 16. Audit(s): O Date: By: U Date: By: R C 17. Position Review(s) E Date: Date: S Date: Date:	
5. Unit Buildings and Utilities		
6. Location (address where employee works) City: Manhattan County: Riley		
7. Type of Appointment (Circle) <u>Full time</u> Part time 100% School: Limited Term ending date (if applicable):		
8. Regular hours of work: (enter appropriate time) FROM: 8:00 a.m. TO: 5:00 p.m.		

## PART II - Organizational Information. To be completed by department head or supervisor of the position

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)  
This position exists to provide journey level electrician support to the university through construction, maintenance, and repair duties.

b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

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19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name	Title	Position Number
Cliff Slocum	Physical Plant Supervisor	W0006698

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
Dale M. Boggs	Associate Director	W0038442

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20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

a) Incumbent is responsible for all types of electrical tasks for the university campus that affect the faculty, staff, and students, including the installation, maintenance, and repair of research equipment, light fixtures, elevators, vent hoods, fans, and electric motors. Incumbent will be responsible for maintenance of building wiring and campus high voltage lines (4,160 Volt to 12,500 Volt).

b) Tasks performed by incumbent must conform to the National Electrical Code and university regulations.

c) Incumbent will receive written or oral instructions for task to be performed. The task must be completed promptly and accurately and with the incumbent being aware of any safety hazards for himself, coworkers, or any other persons in the area.

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*how** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**

\*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No. % E or M

- |   |     |   |   |
|---|-----|---|---|
| 1 | 40% | E | Plan and install new electrical distribution centers and maintain and repair the existing distribution centers which control the power for the campus, both high voltage (4,160V - 12,500V) and low voltage (110V, 220V, 240V, 440V, 480V). Be knowledgeable and proficient in the high voltage loop system on campus to enable the back feeding of high voltage to building substations in order to ensure minimum electrical outage time. Requires proficiency in splicing all types of high voltage wire, lead shielded, direct burial, and aerial; in the use, installation, and building of stress cones and grounding systems at high voltage terminations; and in the use of high voltage test equipment, safety equipment, and all safety precautions to be taken when working with high voltage. All work will comply with the NEC. Perform maintenance duties involving asbestos and lead containing materials in accordance with training and guidelines provided. |
| 2 | 40% | E | Install new electrical services and equipment in buildings as directed. Maintain and repair existing electrical services, motor controls, and motors to include replacing bearings, start switches, capacitors, armatures, and end bells on motors. Troubleshoot and repair electrical equipment used by departments on campus, to include washers, dryers, growth chambers, centrifuges, etc., using test meters and schematics. Install new electrical service for departments on campus and make electrical hook ups of new equipment. Remodel department areas as directed, using blueprints and drawings. Perform maintenance, troubleshoot, and repair the different types of elevators on campus. Proficiency required in the emergency release of passengers trapped in elevators. All work will comply with the NEC.   |
| 3 | 20% | M | Coordinate with work control and job project managers to ensure the electrical portion is completed on scheduled jobs. Act as project manager of jobs assigned to Electrical Supervisor. Assist in the repair of class bells and fire alarm systems in campus buildings. Operate various state vehicles for transportation of materials to job sites. Use a lift truck to work on parking lot lights, street lights, and walk lights on campus. Complete asbestos related tasks as required.  |

All work is reviewed while in progress and upon completion by immediate supervisor. All work requires the knowledge, skills, and abilities of a journey level electrician.

22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker: Assigns, trains, schedules, or oversees work of others.
- Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
- Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
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Act as lead worker in project coordination.

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

Incumbent works with high voltages (4,160 volt to 12,500 volt). A mistake in hooking up or switching could result in loss of life and the loss of power to one or all buildings on campus.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Incumbent will be in constant contact with faculty, staff, students and coworkers in his/her work. A good working relationship must be maintained.

25. a) What hazards, risks, or discomforts exist on the job or in the work environment?

Dangers and hazards include working with high voltages and in hazardous places. Required to work in steam tunnels, on high cat-walks, or from a bucket truck. Required to work with transformers and switch gear containing PCB (Polychlorinated Biphenyls) Oil.

b) Describe any methods, techniques, procedures, or equipment that must be used to ensure safety for equipment, employees, clients, and others.

Safety training is provided and stressed continually. Safety equipment such as gloves, fiberglass ladders, etc. are provided and checked to see if they perform their intended tasks.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

DAILY

Test equipment  
Drills and hammer drills  
Hand operated benders  
Hand tools  
Computer

WEEKLY

Percussion stud guns (Ram set and Hilti)  
Hydraulic benders  
Picker truck  
High voltage test equipment

Incumbent will be required to operate state vehicles to include bucket truck four times monthly for line work.

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**PART III - Education, Experience, and Physical Requirements Information**

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27. **MINIMUM REQUIREMENTS** as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29.)

Two years of experience as an electrician. Education may be substituted for experience as determined relevant by the agency.

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28. **NECESSARY SPECIAL REQUIREMENTS**

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

Valid driver's license upon employment. Completion of Class I Asbestos worker training, 8 hour Lead Safe Practices training, and medical certification for respirator use during the probationary period.

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Work involves considerable physical exertion to transport equipment and supplies associated with the position weighing 50 pounds or more unassisted on a repetitive basis daily. Ability required to climb and work from ladders; work from bucket trucks and man lifts; work in confined areas and in strenuous body positions on a repetitive basis daily.

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29. **PREFERRED QUALIFICATIONS AND SKILLS**

a) List preferred education or experience that may be used to screen applicants.

Prefer at least four years experience in commercial electrical work, with two years at the journey level.

b) List preferred special knowledge, skills and abilities.

Knowledge of high voltage and commercial electrical practices would be helpful.

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30. **BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)**

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).