UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS
ELECTRICAL SPECIALIST

<table>
<thead>
<tr>
<th>CAREER LEVEL</th>
<th>DBM RATING</th>
<th>FLSA STATUS</th>
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</thead>
<tbody>
<tr>
<td>CL1</td>
<td>B21</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>CL2</td>
<td>B22</td>
<td></td>
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<tr>
<td>CL3</td>
<td>B23</td>
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- This classification performs defined responsibilities and tasks related to maintaining the electrical operations of an assigned location by performing established preventative maintenance, troubleshooting operational issues, installing systems, and inspecting systems.

- The required level and mix of knowledge, skills and experience may vary by campus size.

  o **Career Level 1** work is *primarily routine* with some non-routine. Routine by the type of work assigned, and non-routine by the calls for service received. Incumbents must be able to respond to emergency calls and perform some basic troubleshooting responsibilities. Incumbents apply basic electrical skills and understanding with the knowledge and ability to use all applicable tools.

  o **Career Level 2** work is *primarily non-routine* in nature due to calls for service, and variety of assigned projects. Incumbents communicate with other University staff to schedule and plan projects. Incumbents understand the full scope of the electrical trade.

  o **Career Level 3** work is *primarily non-routine* in nature due to calls for service, and variety of assigned projects. Incumbents communicate with individuals both within and outside of the University to schedule and plan projects. Incumbents understand the full scope of the electrical trade to accomplish assigned projects and calls for service. Incumbents at this level will be responsible for coordinating project steps with other trades, and performing all levels of troubleshooting and emergency repair.

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<tr>
<th>TYPICAL CLASS RESPONSIBILITIES</th>
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<td>(These responsibilities are a representative sample of essential class duties; position assignments may vary.)</td>
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</table>

1. Performs skilled work in assigned department operations and maintenance, which may include: electrical system inspection, repair and maintenance.

2. Monitors and troubleshoots assigned systems; processes and responds to work orders to ensure progress, safety, and/or compliance with operational policies and procedures.

3. Maintains and repairs assigned equipment as needed; performs ongoing maintenance checks to determine need and ensure operational safety.

4. Maintains a variety of operational records, logs, and reports.

5. Performs other duties of a similar nature or level.
LEVEL OF DECISIONS

Makes decisions regarding how the operations of a process are carried out by selecting among established techniques and practices. Incumbents have a choice as to how and when the operations are carried out, but not as to what operations constitute the process.

Determined how and when assigned responsibilities and tasks will be performed. Incumbents typically prioritize tasks on a daily basis, and evaluate priorities between several tasks based on level of importance.

<table>
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<tr>
<th>LEVEL</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>Career Level 1</td>
<td>Works under direct supervision, and may be assigned to work with a more experienced staff; follows clearly defined operating procedures to achieve specific objectives.</td>
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<tr>
<td>Career Level 2</td>
<td>Works under minimal direct supervision on project work, with general guidance on project priority and planning.</td>
</tr>
<tr>
<td>Career Level 3</td>
<td>Works under minimal direct supervision on project work, with minimal guidance on project priority and planning.</td>
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DIRECTION PROVIDED

- Career Level 1 incumbents may assign/delegate work assignments to student workers and/or temporary employees; May troubleshoot problems and issues commensurate with relevant experience.
- Career Level 2 incumbents may delegate/coordinate work assignments and smaller projects to student workers, temporary employees, and/or regular employees; May instruct others in work methods and procedures; May verify the work of others; May encourage teamwork and group efforts; May troubleshoot problems and issues of a more complex nature requiring significant knowledge of relevant policies, practices and rules.
- Career Level 3 incumbents may lead/coordinate and/or delegate work assignments and projects to student workers, temporary employees, and/or regular employees; May instruct others in work methods and procedures; May verify the work of others; May motivate individuals and encourage group efforts; May handle the most complex issues requiring substantial knowledge of institutional operations; May anticipate and plan for problems and issues.
Incumbents assigned to **Career Level 1** may be responsible for:

- Responding to calls for service related to defined operational issues, and trouble shooting basic problems with service.
- Assisting on larger projects, by completing assigned steps of the project.
- Performing repairs on basic machines and equipment under supervision and guidance.
- Performing system checks and monitoring performance of systems.
- Performing defined system or mechanical updates and repairs.
- Performing work while adhering to safety procedures.

Incumbents assigned to **Career Level 2** may be responsible for:

In addition to the **CL1** level responsibilities:

- Responding to a full range of calls for service.
- Performing all types of repairs and maintenance in assigned area by utilizing all equipment, materials, and tools available.
- Coordinating repairs and maintenance with University departments and other skilled trades departments.
- May perform maintenance in multiple skilled trades.
- Developing cost estimates for projects.
- Ordering supplies and materials from defined vendors and approved lists.
- Applying advanced knowledge to maintenance projects and calls for service.
- Providing work direction and assignments to staff on project site.
- Determining worksite priorities.

Incumbents assigned to **Career Level 3** may be responsible for:

In addition to the **CL2** level:

- Secures appropriate permits.
- Signs-off on apprenticeship program.
Incumbents in this class typically require an equivalent combination of education and experience sufficient to successfully perform the responsibilities of the job, such as those listed below.

- **Career Level 1**: High School diploma or equivalent (G.E.D.) with completion of an electrical apprenticeship program and/or sufficient training necessary to perform the essential responsibilities of the position AND one year of construction or electrical experience.

- **Career Level 2**: High School diploma or equivalent (G.E.D.) with sufficient experience to obtain appropriate certification or license (Journeyman's certification or equivalent is typical at this level) AND three years of related electrical experience.

- **Career Level 3**: High School diploma or equivalent (G.E.D.) with sufficient experience to obtain appropriate certification or license (Master's certification in electrical trade, is typical at this level) AND sufficient experience, including four years of related electrical experience.

The Education, Training, and Work Experience listed above are intended to serve as a general guideline for recruiting purposes. **Additional qualifying experience may substitute for the education required of the assigned position.**

### LICENSING REQUIREMENTS

Incumbents in this class may require appropriate licensure in one or more of the areas below if the incumbent performs duties requiring such licensure:

- Valid Maine driver’s license
- Completion of apprenticeship program in electrical trade
- Journeyman’s certification in electrical trade
- Master’s certification in electrical trade

### KNOWLEDGE REQUIREMENTS

Classification knowledge requirements:

- Customer service principles;
- Applicable operations and functions;
- Specialized electrical equipment, maintenance and repair;
- Maintenance of related equipment;
- Recordkeeping principles;
- Applicable compliance rules and regulations.

### SKILL REQUIREMENTS

Classification skill requirements:

- Providing exemplary customer service;
- Operating a variety of maintenance and repair related equipment;
- Performing electrical related trades work;
- Recognizing and repairing system problems;
- Applying applicable compliance rules and regulations;
- Maintaining records;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
PHYSICAL REQUIREMENTS

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Lifting/exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, and extreme temperatures.

CLASSIFICATION HISTORY

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMENT</th>
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<tr>
<td>5/2/12</td>
<td>Final</td>
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The above classification specifications are intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department as determined by the University.