

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Works
Division of Wastewater Facilities
Classified, GRADE 7
40 Hour Week

ELECTRICIAN'S HELPER I

GENERAL STATEMENT OF DUTIES: Performs basic tasks in support of Electricians involved in the installation and maintenance of wiring, electrical systems, and equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class generally perform entry level work involving the electrical installation, maintenance and repair operations as the wastewater facilities and pumping stations. An employee is expected to provide competent assistance to Electricians or others as assigned. General supervision is received from a higher grade Electrician or Foreman. Employees in this class must use reasonable care, judgment, and the application of their knowledge in the performance of their duties.

ADA REQUIREMENTS: This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils.

EXAMPLE OF WORK: (Illustrative only)

Assist with the installation and repair of electrical, mechanical, refrigeration, air conditioning and electronic equipment that requires a skilled electrician;
Organize and anticipate equipment, tool, and supply needs for daily tasks;
Push/pull wire and cable in safe manner per directions or specifications;
Perform assigned preventive maintenance program tasks for electrical equipment;
Perform general custodial work to keep work area and facilities clean and safe;

Assist assigned staff with different projects as directed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of the standard practices, tools and terminology of the electrical trade; ability to assist with repairs to electrical equipment using safe practices; ability to perform manual work; ability to establish and maintain effective working relationship with coworkers and supervisors; some knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of standard high school coursework or G.E.D. (formal Apprentice Electrician training preferred) with at least one year's experience as an electrician's helper; Must enroll or be enrolled in an approved electrician apprenticeship program and work toward a Journeyman certificate within one (1) year of hire to retain position; or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass written examination administered by Kent County Personnel Office. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required. Additional collective bargaining agreement provisions may apply.

Employee Acknowledgement

Eff. 10/01/07

Rev. 07/01/15