

Position No: A51-203

POSITION: Electrical Technician

EMPLOYEE: VACANT

13 BASIC FUNCTION OF POSITION

Employed as an Electrical Technician to accomplish skilled operation, maintenance and repair work throughout the New Consulate Compound (NCC) building, grounds and residential owned/leased properties. Work assignments which include hardware, associated peripherals, configuration, repair of electrical power distribution, voltage regulators, transformers, switchgear, automatic transfer grounding switches, uninterruptible power supply systems and lighting systems will be directed by the Engineer.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

Operation Support 40%

1. Performs hands-on repairs of the electrical power and lighting system and other building electrical systems. Included but not limited to, emergency grounding generator controls, fire alarm control, fire suppression systems, panel boards, UPS system, automatic transfer switches, relay controls, programmable control systems for switch gear, medium voltage transformers, motor control centers, and lighting fixtures. Ensures that all assigned repairs are accomplished promptly and completely with manufactures repair or replacement requirements according to the National Electrical Code (NEC).
2. Performs preventive maintenance on the electrical power and lighting system and related components to maintain system operation and reliability to ensure uninterrupted power and continuous air supply to critical facilities, equipment and systems. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the maintenance management system (eServices).
3. Inspects tests, evaluates, calibrates and updates electrical power and lighting system and wiring to improve reliability and to assure dependability, safety and compliance. Inspects facilities (including houses, temporary trailers, buildings, etc); equipment (e.g. fire safety, generators, compressors, etc.); systems (e.g. electrical, lighting, power sources, and HVAC/plumbing where applicable, etc.); and work of vendors to determine condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance. Provides routine inspections on all systems, as required by manufacturer requirements, and advises the Facility Manager and Supervising Engineer problems and recommendations.

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4. Removes, relocates, repairs, installs and tests electrical equipment to maintain safety occupant comfort and equipment protection in buildings and structures. Also, restores operations of non-functioning equipment.
5. Orders and stocks electrical supplies, materials and parts (e.g. motors, wiring, hardware, paints, tools, mechanical parts, chemicals etc.) to replace materials consumed and assure their availability for assigned projects, scheduled maintenance, and emergency responses.
6. Ensures proper use of time, tools, materials and parts and provides data on all completed preventive maintenance tasks and repairs.
7. Responds to 24-hour emergency calls to repair electrical problems.

Maintenance Support:

40%

1. Maintains electrical power and lighting systems. Assists LES Facility Maintenance staff in the performance of in-house projects.
2. Assists in providing guidance to other LES Facility Maintenance personnel and vendors/contractors in the correct operation of equipment, use of diagnostic devices and materials used to complete required maintenance activities, general operations, and future expansion projects.
3. Assists in the development and implementation of reliability centered preventive maintenance program for building systems equipment and associated electrical devices.

Logistic Support:

10%

1. Contributes to the Department of State safety program. Insures work does not present health problems or risk of injury employees or visitors.
2. Remains current on job specific expertise through various sources (e.g. trade publications, trade shows, vendor communication, etc.) to keep abreast of the latest technological developments and products to improve quality of work and skills.
3. Collateral duty assignments will be at the discretion of the Facility Additional duties may include, Government Technical Monitor (GTM), and/or Escort. Participates in LES Facility Maintenance personnel training programs sponsored by DOS, manufacturers and private vendors.

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Other duties as assigned:

10%

1. Other assigned duties: Supports Post activities including relocations, emergency actions, escorting and monitoring contractors on site. Assists other shops as part of the maintenance team.

15. REQUIRED QUALIFICATIONS

- a. **Education:** The position requires successful completion of secondary school and two years of post-secondary (vocational) training in electricity.
- b. **Prior Work Experience:** Two years as an electrical technician in an institutional or commercial building setting is required.
- c. **Post Entry Training:** Minimal training is provided by the Engineer and/or the Facilities Manager. Some online training like Personal Safety equipment and work order system (eServices) will be provided.
- d. **Language Proficiency:** Level II (rudimentary) spoken/reading English and Level III (good working knowledge) written/reading Spanish required.
- e. **Knowledge:** The incumbent shall possess job knowledge to include general computer literacy, basic math and the ability to use trade tools. Must have a very good technical understanding of major building electrical power and lighting systems and equipment with a specialty in electrical and electronic controls. Knowledge of reading technical documents, interpreting maintenance plans and technical literature is required. General computer literacy is required in multiple applications (MS Office). General knowledge of building, electrical, mechanical, fire and life safety codes and building and trade standards.
- f. **Skills and Abilities:** The incumbent shall have the skills and abilities in the following areas: diagnosing and repairing electrical power and lighting systems and components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot and repair building electrical power and lighting systems and work with the controls technicians on associated devices. Must have substantial skill in comprehending engineering reports, specifications and related materials in English. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. A driver's license is required. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized.

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16. POSITION ELEMENTS

- a. Supervision Received:** Incumbent receives general supervision from the Engineer/Foreman and may also receive supervision from the FM as needed.
- b. Available Guidelines:** Maintenance Plan, DOS rules and regulations, manufacturers' literature, plans, blue prints, and U.S National Electrical Code.
- c. Exercise of Judgment:** Incumbent makes routine judgment decisions when repairing or troubleshooting equipment. Determines and implements the best course of action for providing a safe working environment for employees and visitors.
- d. Authority to Make Commitments:** None.
- e. Nature, Level, and Purpose of Contacts:** He or she interacts with technicians, supervisors, customers, and subcontractors. Levels of contact with contractor shall be held at a minimum or otherwise as directed by the Engineer or Facility Manager.
- f. Supervision exercised:** None. May serve as team leader.
- g. Time Required to Perform Full Range of Duties After Entry in to Position:** Six months.