AUBURN
Human Resources

# Electrician I

Job Description

## JOB INFORMATION

| | |
|---|---|
| Job Code | ND07 |
| Job Description Title | Electrician I |
| Pay Grade | ST11 |
| Range Minimum | $40,690 |
| 33rd % | $47,470 |
| Range Midpoint | $50,860 |
| 67th % | $54,250 |
| Range Maximum | $61,030 |
| Exemption Status | Non-Exempt |
| Approved Date: | 11/6/2026 3:56:44 PM |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Production & Skilled Trades |
| Job Function: | Electrical Technology |

## JOB SUMMARY

Under close supervision, provides basic level skills and expertise regarding a wide array of building electrical systems and their associated components to accomplish routine maintenance, repair, and installation tasks.

## RESPONSIBILITIES

- Performs routine repairs on electrical system components. Tests and checks electrical circuits, equipment, and appliances using appropriate testing instruments. Replaces faulty switches, sockets, wiring, and other common 120V electrical systems components such as lighting fixtures, tubes, ballasts, receptacles, switches, circuit breakers, and occupancy sensor relays.
- Performs the installation of basic electrical system components, to include switches, outlets, lights, fans, appliances, circuit breakers, and associated wiring.
- Assists in the execution of larger and more complex repair and installation projects involving service panels, feeders, branch circuits and specialized electrical systems such as lighting controls, generators, emergency and standby power systems, fire alarms, and motor controls.
- Ensures all work is performed in accordance with the National Electric Code.
- May be required to serve in an on-call status and remain work-ready when scheduled for an on-call period or rotation. Work-ready status requires an employee to be physically and mentally unimpaired and fit for duty, able to safely perform all essential job functions with no risk to self, coworkers, students, public, or property when called upon.
- Maintains responsibility for personal safety and the safety of others by following established safety procedures, using required personal protective equipment, identifying and reporting unsafe conditions, and completing required safety training.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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|---|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum**

**requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| High School Diploma or GED | High School diploma required. | and | 2 years of | Experience in installation, maintenance, repair, and operation of a wide array of common electrical system components. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

| | |
|---|---|
| Knowledge of National Electric Code. | |
| Knowledge regarding the installation, maintenance, repair, and proper operation of a wide array of common electrical system components. | |
| Knowledge regarding basic troubleshooting, assessment, and diagnostic techniques for routine and non-routine building electric systems problems. | |
| Ability to install/maintain switches, sockets, wiring, and other common 120V electrical systems components such as lighting fixtures, tubes, ballasts, receptacles, switches, circuit breakers, occupancy sensor relays. | |
| Ability to bend and install 1/2"" - 1"" conduit in walls, underground, and on hanging trapeze. | |
| Ability to pull, install, and terminate branch circuit wiring. | |
| Complete understanding of basic electrical components, and basic electrical tools. | |
| Ability to use electrical test equipment. | |
| Basic understanding of electrical plans and specifications. | |
| Ability to utilize and learn technology systems, software applications, computers, tablets, and mobile devices to receive assignments, document work activities, access information, and communicate effectively in support of assigned duties. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| DL NUMBER - Driver License, Valid and in State | "Any State" | Upon Hire | Required | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | X | | | |
| Lifting | | | | X | | 50-100 lbs |
| Climbing | | | | X | | |
| Stooping/ Kneeling/ Crouching | | | | X | | |
| Reaching | | | | X | | |
| Talking | | | X | | | |
| Hearing | | | | X | | |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | | | | X |
| Extreme heat | | | | | X |
| Humidity | | | | | X |
| Wet | | | | | X |
| Noise | | | | | X |
| Hazards | | | | | X |
| Temperature Change | | | | | X |
| Atmospheric Conditions | | | | | X |
| Vibration | | | | | X |

**Vision Requirements:**

Ability to see information in print and/or electronically.