

New York State Department of Civil Service
Division of Classification & Compensation

Occ. Code 7345060

Maintenance Assistant (Electrician), Grade 9

Brief Description of Class

Maintenance Assistants (Electrician) perform semiskilled work in the repair, maintenance, and installation of electrical systems and equipment, following applicable electric code regulations.

Distinguishing Characteristics

Maintenance Assistant (Electrician): non-competitive; as a semiskilled employee, performs the more routine, repetitive maintenance, repair and installation tasks in the electrical trade. Incumbents may also perform journey-level activities, under supervision, or after having received specific instructions, to learn and perfect their skills. However, work on high voltage equipment is not usually required except under immediate direction.

Generally, Maintenance Assistants (Electrician) work under the supervision of a skilled trades or supervisory maintenance position; in turn, they may supervise Facility Operations Assistants 1 and other relatively unskilled workers in performing manual tasks involving elementary skills.

Related Classes

There are a number of other specialized Maintenance Assistant classes having parenthetical designations describing the predominant trade areas in which the incumbent is assigned including carpenter, mason and plasterer, painter, and plumber and steamfitter. Although incumbents of such classes may perform tasks normally associated with more than one trade, most of their time is spent performing tasks typical of the trade indicated by the parenthetical designation.

Incumbents of Maintenance Assistant positions without a parenthetical designating a trade specialty are usually found in relatively small maintenance staffs where such specialization is not desirable, or in large maintenance pools where specialization is not efficient. However, incumbents may be assigned to tasks such as those described for any of the specialized positions of Maintenance Assistant.

Maintenance Assistant is distinguished from Facility Operations Assistant 1 by the latter's performance of relatively unskilled tasks in direct support of semiskilled and/or skilled trades positions. Such tasks involve a limited use of the tools and equipment of the trade under very specific instruction and supervision of either a Maintenance Assistant or a journey-level tradesperson.

Critical distinctions between the Maintenance Assistant (Electrician) and Trades Specialist (Electrician) are the latter's responsibility for the electrical work in an assigned area, on an assigned project, or for an entire facility, including the performance of skilled work in the repair and maintenance of the more complicated electrical equipment such as elevators, generators, generator switchboards and high voltage circuits. Trades Specialists (Electrician) plan, estimate quantity and type of material and equipment needed, lay out work, and diagnose trouble in electrical systems or equipment, and frequently supervise others performing electrical work.

Illustrative Tasks

Working from diagrams, oral and written instructions and using electricians' hand tools, power tools and standard test instruments, performs a variety of semiskilled maintenance, repair and installation tasks in the electrical trade including, but not limited to the following:

- Assists a Trades Specialist (Electrician) in installing and repairing electrical wiring by performing such tasks as cutting and bending wire and conduit, drilling holes for wiring, and pulling or pushing wiring through openings.
- Replaces faulty switches, sockets, plugs, fuses, insulators, and other simple elements of electrical systems, fixtures, and appliances.
- Assists in lifting, positioning and fastening objects such as wiring, conduits, and motors.
- Repairs and maintains electrical equipment such as vacuum cleaners, electric ranges, and fans by adjusting, cleaning, lubricating and replacing worn or defective parts.
- Replaces brushes on electric motors, and adjusts points and contacts on electric equipment.
- Lays and repairs electrical cable.
- As directed, makes emergency repairs to traffic signals.
- Installs and maintains lighting fixtures.

Independence of Operation

Maintenance Assistants (Electrician) are usually supervised by a higher-level trade position, such as Trades Specialist (Electrician) or Trades Generalist who determine work priorities, define the nature and extent of work to be performed, provide instructions and direction, provide resources for work projects, lay out and plan projects, assist in performing the more difficult tasks, train staff in skilled work, activities, evaluate performance, and inspect work in progress and upon completion. Maintenance Assistants (Electrician) may perform the activities of this class with considerable independence when supervision is not available and are expected to perform routine activities with considerable independence.

Communication

The nature of a Maintenance Assistant's (Electrician) activities generally restricts relationships to employees working within the same organizational unit and to individuals for whom the State has custody or responsibility assigned to projects or work units. Such relationships are characterized by frequent oral and written communications in assigning work, providing instructions, and exchanging information. Written and oral communications with the general public are not typical of this class.

Supervision Exercised

A Maintenance Assistant (Electrician) may supervise work crews of relatively unskilled workers and/or individuals for whom the State has custody or responsibility by making assignments, giving instructions, and aiding in performing tasks.

Minimum Qualifications

Non-competitive: Two years of full-time experience in electrical work under the supervision of a skilled tradesperson; OR completion of an appropriate two-year technical school course in the electrical trade at a school, institute, or branch of the Armed Services, such as the New York State Civil Service Employees Association-Partnership (NYS CSEA-P) Applied Skilled Trades Certificate Program*; or an equivalent combination of experience and training gained by completion of appropriate technical courses in the electrical trade at a school, institute, or branch of the Armed Services..

*Successful completion of the NYS CSEA-P Applied Skilled Trades Certificate Program includes a total of 288 hours of trade-specific classroom instruction, 45 hours of technical math course work, 45 hours of technical communications course work, and 15 hours of blueprint/schematic reading course work. It does not include 4,000 hours of

on-the-job training, as required for the NYS CSEA-P Applied Skilled Trades Traineeship.

When required to operate motor vehicles, candidates must possess a valid New York State driver's license appropriate for the type of vehicle to be operated.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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