

Jurisdictional Class: Competitive  
Adopted: May 22, 1991  
Revised: April 23, 2010

**ASSISTANT ELECTRICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves technical work and responsibility in the installation, operation, repair, and maintenance of all electrical equipment in a municipal power system and substations. Work is generally performed under the supervision of an Electrician, but the incumbent may work independently, as assigned, with supervision available for more complex problems that may arise. The employee in this position must have had sufficient previous experience and training to be able to fully assist the Electrician in all phases of the assigned work. When competency has been established, the employee will supervise and work with other employees in the installation and termination of high and low voltage cables. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists with and/or is designated the responsibility of the following listed general work regiments:

Inspection, installation, repair, and maintenance in substations and general power system installation;  
Regular preventative maintenance on battery systems, motors and circuitry, relays and control devices, air/oil circuit breakers and associated equipment, annunciator systems, communication systems, and related operational equipment items;  
Installation, repair, and maintenance of traffic control systems;  
Installation, repair, termination and trouble location in high and low voltage cable systems;  
Use of electrical test, calibration, comparison recording, and data collection meters;  
Answers emergency trouble calls.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the theory and common work practices in relation to the installation, operation, repair, and maintenance of power system installations and applications of the National Electric Code (NEC);  
Good knowledge of the basic theory and principles of electricity;  
Ability to work with test, recording, and data collection instrumentation;  
Ability to work with both energized and de-energized high and low voltage cable systems;  
Ability to read and interpret wiring diagrams;  
Ability to follow complex oral and written directions;  
Ability to record data accurately and submit legible reports on same;  
Ability to work well with others;  
Manual dexterity;  
Mechanical aptitude.

Assistant Electrician

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and two (2) years experience as an electrician with an industrial plant and/or general electrical installation wiring experience and either:

- (a) Two (2) years of experience as Line Worker's Helper in the construction, operation and maintenance of high voltage electric power lines; or
- (b) Two (2) years of experience in the construction, operation and maintenance of high voltage power substations; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENT:** Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license at time of appointment.