



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: **January 18, 2023**

Date Listing Will Close: **January 25, 2023 at 5 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Electrician**

Location /Department: **Facilities and Maintenance**

Salary: **\$20.76 per hour**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY PERSONNEL/ HUMAN RESOURCES

1801 - 23rd Avenue, First Floor, South Hall, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162 www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

**HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION**

JOB TITLE: Electrician

DEPARTMENT: Facilities and Maintenance

FLSA STATUS: Non-Exempt

REPORTS TO: Director

POSITION CODE: 5403

MAINTENANCE REVIEW DATE: January 18, 2023 **CLOSING DATE:** January 25, 2023

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: Installs, repairs, and maintains electrical fixtures, equipment, and wiring at County buildings and facilities.

ESSENTIAL JOB FUNCTIONS:

1. Troubleshoots and diagnoses malfunctions in electrical equipment, wiring, and fixtures; replaces and repairs malfunctioning motors, switches, wiring, and fixtures.
2. Installs and connects electrical wiring, equipment, and fixtures according to specifications.
3. Operates various power tools to splice wires, solder connections, cut and drill wiring holes for fixtures and to attach and anchor fixtures and conduit; operates various meters to test voltage, amperage and continuity of electrical circuits.
4. Operates power tools to cut and bend conduit and pull wire through conduit; attaches conduit to wire panels, breaker boxes, and other fixtures.
5. Completes work orders for each project by listing the amount of time and materials used.
6. Climbs ladders and operates hydraulic bucket truck to reach and replace and repair interior and exterior lighting fixtures, bulbs and other electronic components.
7. Operates a light truck to transport tools, materials, and equipment to various work sites.
8. Performs preventive maintenance on electrical equipment, fixtures, wiring, and motors.
9. Obtains permits for assigned projects.
10. Answers emergency calls after hours and on weekends (any county facility)

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Computes the required capacity of materials and fixtures for new facilities based on the type of equipment and fixtures to be installed and the voltage and amperage requirements
2. Estimates the amount of materials required for each project; requisitions and purchases needed materials.
3. Receives work orders listing repairs, maintenance and installations needed.
4. Inspects the work of electrical contractors performing work on County facilities to ensure work meets with specifications and codes.
5. Performs other related duties, as required.

SUPERVISORY RESPONSIBILITIES: Provides immediate supervision to an Inmate Work Crew.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the basic principles of electricity.
- Knowledge of the repair, maintenance and installation of electrical systems.
- Knowledge of the standard practices and safety precautions of the electrical trade.
- Knowledge of state and local electrical codes and ordinances.
- Knowledge of the operating principles of electrical motors and equipment.
- Familiarity with basic electronics and solid-state components.
- Skill in the operation of power tools and test meters.
- Skill in the operation of power tools for cutting, bending and assembling conduits.
- Skill in the operation of an automatic transmission automobile.
- Ability to compute the capacity, amount of materials and fixtures needed for installation or repair projects.
- Ability to detect and correct deviations from electrical codes and regulations.
- Ability to direct the work of employees or contractors.
- Ability to read and interpret blueprints and schematic drawings.

- Ability to understand written and oral instructions.
- Ability to work safely and effectively at considerable heights.

EDUCATION AND EXPERIENCE REQUIRED:

- High School Diploma.
- Four (4) years of work experience in electrical work.
- Any equivalent combination of education and experience will be considered.

ADDITIONAL REQUIREMENTS:

- Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.
- MS Electrician License, preferred.

SALARY RANGE: \$20.76 per hour

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more	✓	
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.	✓	
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor	✓	
Work involves climbing or running	✓	
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time	✓	
Work requires near vision (20 inches or less)		✓
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences		✓
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	