

## **ELECTRICIAN, LEAD**

<b>Job Code</b>	<b>Pay Grade</b>
<b>13722</b>	<b>CL14</b>

### **Nature of Work**

This is lead journeyman level electrical work in the installation, alteration, repair and maintenance of electrical systems, fixtures and equipment. The incumbent performs duties of professional electrician and independently assesses plans, maintains and improves electrical systems and devices. Employees in this class work in accordance with standard Electrician trade practices, exercises independent judgment and makes decisions regarding complex repair work procedures; assignments are made in the form of written and oral instructions and may be accompanied by sketches and blueprints and work arises out of inspections and troubleshooting. Work is ordinarily performed independently, but supervision may be exercised over one or more helpers on major projects.

### **Minimum Qualification Requirements**

- 5 years journeyman electrical trades experience that includes 1 year of highly complex facilities/industrial electrical work; or
- An equivalent combination of education, training, and/or experience.

### **Appointing Authority May Also Require**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession and maintenance of a valid Pinellas County electrician journeyman level Certificate of Competency.
- Possession and maintenance of a Florida Electrical Masters License Certification.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### **Illustrative Tasks (These are examples and are not all inclusive.)**

- Installs, maintains, overhauls, modifies and repairs electrical fixtures and equipment including power appliances, machinery, overhead circuits, fiber optics, underground conduit, motors, relays, switches and control boxes.
- Reviews, plans, maintains, improves, and approves lighting equipment in county offices and buildings and detects, as well as corrects, causes of electrical system failures.
- Oversees and trains other personnel to detect and correct breakdowns in electrical equipment and performs field repairs and adjustments to electrical motors of up to 200 horsepower capacity, often in limited space and under adverse environmental conditions.
- Oversees and renovates or installs new service wiring for electronic communications and maintains inventory of critical parts and supplies.
- Operates special motorized equipment, installs lightning arrestor protection, installs wall outlets and connects motors, appliances, heating and cooling equipment and transformers.
- Performs necessary systems testing.

## **ELECTRICIAN, LEAD (continued)**

<b>Job Code</b>	<b>Pay Grade</b>
<b>13722</b>	<b>CL14</b>

### **Illustrative Tasks (continued)**

- Interprets and ensures compliance with electrical codes and calculates line leads to determine wire and equipment size and capacity.
- May perform both low voltage and high voltage tasks.
- Performs installation, maintenance, modification, calibration and repair of complex electrical power systems.
- Uses and maintains appropriate equipment, including hand, bench and power tools during electrical repairs.
- Exercises lead responsibility over others on assigned projects.
- Performs related work as assigned or required.

### **Knowledge, Skills, and Abilities**

- Knowledge of standard practices, materials, tools and equipment of the electrical trade and local and national electrical practices and codes.
- Advanced knowledge in design, installation and application of both old and new electrical technology used to manage and control electrical systems.
- Knowledge of occupational hazards and appropriate safety precautions, to include working with low and high voltage power systems.
- Knowledge of work hazards and safety associated with crafts, trades and facilities work.
- Knowledge of tools, power tools and materials used in skilled trade work.
- Knowledge of the methods, materials, tools and practices for building, electrical and mechanical work.
- Skill in the use and care of standard tools, equipment and testing devices of the electrical trade.
- Ability to work from oral or written instructions, broken parts or basic diagrams and sketches.
- Ability to troubleshoot defects in machinery and equipment operation, make proper repairs and adjustments, complete assignments.
- Ability to lead helpers and others to complete assignments, keep basic records and do heavy manual work.
- Ability to read and interpret blueprints and schematics, equipment diagrams, draw sketches of proposed projects, plan assignments, order materials and understand and follow oral and written instructions.
- Ability to plan and execute facility maintenance or construction work plans.
- Ability to operate a personal computer and other automated systems to monitor work, enter and retrieve information.
- Ability to interpret drawings and blueprints, prepare work specifications and estimate material needs.
- Ability to install, alter, repair and maintain a variety of electrical systems and equipment.
- Ability to endure long periods of standing, walking or working in inclement weather and possession of sufficient physical strength and agility to lift and move heavy objects.
- Ability to detect problems and repair machinery and equipment.
- Ability to communicate orally and in written form to impart information, write reports, etc.
- Ability and strength to climb ladders and perform heavy manual labor for extended periods.

For official use only

Revised	EEOC Code	Overtime Code
11/14	Skilled Craftsman	Classified

## NETWORK TECHNICIAN, LEAD

Job Code	Pay Grade
14136	CL20

### Nature of Work

This is responsible analytical and technical work maintaining a complex telecommunications network. This position is also expected to serve as a lead worker over subordinate technical and clerical staff. An employee in this classification is required to exercise considerable independent judgment, initiative and technical knowledge in monitoring, troubleshooting, testing, analyzing and resolving telecommunications network related problems. Work is reviewed and monitored under the supervision of a technical supervisor.

### Minimum Qualification Requirements

- 4 years advanced technical experience in IT, MIS, or in network maintenance, repair and servicing of telecommunications in a major multi-platform LAN/WAN network environment.
- Associate's degree or 2 year technical school degree in IT, MIS, computer science, engineering, and application development plus 2 years experience as described above; or
- Bachelor's degree in field as described above.
- An equivalent combination of training, education and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate may be required to actually demonstrate or be formally certified in one or more specific IT functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Troubleshoots, tests, and analyzes various telecommunications problems; coordinates with common carrier personnel to resolve problems.
- Installs, configures and tests teleprocessing devices.
- Designs and updates network schematic maps, terminal data files, network problems records and billing records.
- Programs and provides reports of terminals, cable, modem, and problem files.
- Coordinates various user problems with other divisions in the department; records histories of problems occurring with equipment and facilities.
- Troubleshoots and analyzes LAN/WAN devices including routers, hubs, file servers, print servers, printers and workstations attached to or communicating over telecommunication network.
- Troubleshoots and analyzes Dialup hardware and software.
- Resolves communication problems with both mainframe and PC hardware and operating systems.
- Trains and schedules work of subordinate technical staff; serves as technical advisor to same.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of data communications principles, hardware and software.
- Knowledge of characteristics of LANs/WANs, mainframe, and micro/mini computer equipment.
- Knowledge of computer operations and terminology.
- Ability to conduct tests, analyzes test results, detect and solve hardware/software errors.
- Ability to apply practical knowledge of electronic theory, carrier transmission methods and troubleshooting procedures.

## NETWORK TECHNICIAN, LEAD (continued)

Job Code	Pay Grade
14136	CL20

### Knowledge, Skills, and Abilities (continued)

- Ability to establish and maintain effective relationships with network users, superiors, common carrier personnel, employees and other.

For official use only

Revised	EEOC Code	Overtime Code
11/14	Technicians	Classified

## PLANNING TECHNICIAN, LEAD

Job Code	Pay Grade
06104	CL12

### Nature of Work

This is advanced technical work maintaining or preparing highly specialized GIS data, reports, graphic presentations or other information used in various planning activities. The classification includes moderately complex data support to a GIS computer mapping and database management system recording spatially related data used in various components of the Countywide Comprehensive Plan and other county planning and computer generated mapping operations. Position duties require the incumbent to master the technical demands and sometimes direct the efforts of other staff while performing in the work leader role in one or a combination of technical services support to a department or unit within a department. An employee in this classification may prepare camera-ready graphics involving paste-ups, color separation and overlays, design, layout and production of original graphics, maps, charts and graphs, miscellaneous reports and similar tasks requiring special advanced skills. Independent judgment is exercised in the performance of assigned tasks and an employee may coordinate unit work and projects or provide direction and more senior technical assistance to other personnel.

### Minimum Qualification Requirements

- 5 years experience in design, graphic arts, commercial art, engineering, cartography, drafting and preparing layouts, illustrations, charts, maps, or renderings; or
- Associate's Degree with course work in one of the above fields and 2 years experience in preparing layouts, illustrations, charts, maps, or renderings; or
- An equivalent combination of education, training and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities and credentials relevant to position.

### Illustrative Tasks (These are examples and are not all inclusive.)

Depending upon area of assignment, Planning, Engineering, Public Works, etc., position may:

- Prepare camera-ready copy for black and white or color printing including overlays, paste-ups and color separation.
- Prepare original artwork including complex layouts, illustrations, renderings and cover designs.
- Prepare various visual aides in graphic, pictorial, cartographic and technical drawing form.
- Participate in the research, tabulation and compilation of statistical data pertaining to various aspects of the County planning program.
- Assists customers in retrieval of information for specific locations and projects.
- Conduct field investigations for derelict vessels, signage placement and violations of placement in County navigational waters and take corrective action.
- May require knowledge of GIS functions in variety of venues which may include exporting GIS data and producing preparedness mapping, crash data, aerials, navigational waters mapping for markers, derelict vessels, and sea mammal population.
- Digitize computer drawings in accordance with established criteria and procedures.
- Assists other graphics personnel with their projects.
- May operate map reproduction machines and related office equipment.
- May perform data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, and routine computer terminal operations and programming/reprogramming.

## PLANNING TECHNICIAN, LEAD (continued)

Job Code	Pay Grade
06104	CL12

### Illustrative Tasks (continued)

- Leads or directs other staff efforts as the work unit's expert in one or a combination of more highly specialized technical areas such as intra and internet support, information technology coordination/liaison or other more difficult work assignments.
- May apply basic computer programming to administer the unit's database functions, support web site activities, leads others in unit technical matters that require more specialized training than is typical of other unit staff performing unit assignments.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the principles, practices, techniques, terminology, instruments and related equipment commonly associated with graphics, design, AutoCAD and drafting work.
- Knowledge of basic mathematics through geometry.
- Knowledge of standard statistical principles and methods.
- Knowledge of research techniques as they apply to the collection and preparation of preliminary reports.
- Ability to retrieve and present data in graphic, pictorial, tabular and written form.
- Ability to analyze facts and exercise sound judgment in arriving at conclusions required to perform assigned tasks.
- Ability to express oneself clearly and concisely orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
11/14	Technicians	Classified