

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Master Electrician

GRADE: 9

REPORTS TO: Facility Operations/Technical Services Director

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**POSITION SUMMARY:** This is an at-will, non-partisan position. The Master Electrician of Record ensures all electrical work complies with the Michigan Electrical Code or The National Electrical Code and will ensure compliance with NFPA 101 Life Safety Code.

**PRINCIPAL ACCOUNTABILITIES:** Performs preventative maintenance, project work, or corrective maintenance on electrical and lighting systems.

Maintains Fire Alarm and Fire Suppression systems. Performs, supervises, and records legally required tests; weekly, monthly, quarterly, semiannually, and annually.

Performs weekly standby power generation test. Includes checking fuel supply and operation of the generator. Annual testing of the automatic transfer switches, and load testing of generator.

Yearly test of all batteries on the fire alarm and security systems tag and or replace as necessary.

Secondary administrator for access control and camera system. Maintain, inspect, and replace security cameras as needed.

Electrical supplies and inventory coordinator for all repairs and installations.

Enforce all safety requirements for anyone working on or near electrical equipment.

Installation of electrical equipment for modular furniture and new office construction.

Complete all work orders that are administered by the Facility Operations/Technical Services Director and other duties as assigned.

## JOB QUALIFICATIONS:

Must maintain a Michigan Department of Regulatory Affairs Bureau of Construction Codes Electrical Master License. Must pass Michigan Electrical Code class every three years. Must have five years' experience as a licensed Master Electrician.

Must sign an affidavit for Electrical Facility Contractor of Record for the House of Representatives every five years.