

Master Electrician (License Required)

Wisconsin State Fair Park

Position Summary

Under the general supervision of the Senior Director of Facility Services, the master electrician performs general and specialized electrical work for the events and general maintenance of the Wisconsin State Fair. The incumbent will perform layout work, assemble, install and test equipment. Other activities will include monitoring equipment, high and low voltage wiring, lighting and power systems, security systems, sound, cameras and HVAC systems in facilities and other areas. They should be able to inspect for state electrical code compliance and direct the activities of electrical contractors and LTEs as required. This individual will also be involved with master planning and involved with various project that are constant throughout the year.

Goals and Worker Activities/Objective

Time %

45 %

A. Perform at the master level, inspecting, maintaining and repairing electrical equipment and systems at the Wisconsin State Fair Park on a daily basis or as required for repair or events.

A1. Inspect, maintain and repair electrical equipment such as wiring, motors, fans, exhausters, switchboards, switchgears, transformers, signals, detectors, auxiliary equipment and computer programs for controlling electrical and HVAC systems.

A2. Inspect, maintain and repair all types of relay systems, controllers and any other protective equipment.

A3. Inspect, maintain and repair lighting automatic switches, controls, connections and breakers for proper operations.

A4. Inspect, repair and replace lighting ballasts, fixtures or related lighting equipment. Also give guidance to LTEs on how to do these tasks and inspect their work as well.

A5. Inspect, repair and replace lamps, sockets and other equipment on decorative lighting fixtures and electronic signboards. Also give guidance to LTEs on how to do these tasks and inspect their work as well.

A6. Inspect, repair, maintain and install underfloor and underground conduit, wires, cables, and splices, controllers, and data/communications systems in accordance with State electrical code requirements.

A7. Direct and instruct facility repair workers, maintenance mechanics, linemen and other assistants as required.

A8. Establish and maintain an inventory of electrical tools, equipment and related electrical supplies.

A9. Audit vendors and work with other departments to ensure billing and payment are accurate for events and the annual State Fair.

A10. Set up and maintain sound systems and AV equipment for events throughout the year including the annual state fair. Also give guidance to LTEs on how to do these tasks and inspect their work as well.

A11. The electrician will always be on call to respond to problems with the electrical, alarm, HVAC, elevators and AV systems that are within the park.

A12. Work with other government agencies to make sure facilities are up to standards.

30 %

B. Under the general supervision of the Senior Director of Facility Services, perform other duties as required on a daily basis or when needed.

B1. Perform skilled hand and bench work in the electrical shop. Operate power equipment, tools, drills and other tools and testing equipment of the electrician trade.

B2. Plan, lay out and interpret proposed electrical installations from blueprints, sketches or specifications for tenant and construction projects. Monitor outside contractors and employees for quality materials and code compliance.

B3. Provide estimated costs and feasibility of proposed installations for tenant and construction projects.

B4. Notify the Senior Director of Facility Services if facilities are in need of repair and/or replacement. Order and replace supplies that are low in stock and in need of replenishment.

B5. Maintain "As Built" drawing on all electrical installations or changes to existing systems and equipment. Keep records and submit reports on a daily basis or as required.

B6. Comply with all safety and occupational health rules and regulations established by agency officials to include use of required safety equipment and clothing at all times. Perform work in a safe manner. Attend safety meetings and training programs scheduled by our agency. Report injuries to 1st level supervisor immediately without exception.

B7. Perform other work assigned may include tasks not specifically enumerated above which are of a similar kind and level and different in nature.

25 %

- C. In collaboration with the Senior Director of Facility Services and the Engineering – Senior Specialist, assist with the completion of the annual project list. This would include estimates, planning, purchasing and labor not limited to the area of electrical aspects.**

C1. Be involved with meetings with the creation, updates, progress and completion of the annual projects list.

C2. Insure that all projects will be completed in a safe and timely fashion, in collaboration with the two other staff previously mentioned.

KNOWLEDGES, SKILLS AND ABILITIES:

- 1. Knowledge of the tools, equipment, materials, methods and practices of the electrical trade.**
- 2. Knowledge of the safety requirements, state code and general orders of the Department of Workforce Development relating to electrical work high and low voltage application.**
- 3. Knowledge of all types of electrical installations, their common and unusual breakdowns, and standard repair procedures.**
- 4. Knowledge of the occupational hazards and necessary precautions in the electrical trade.**
- 5. Knowledge in reading, interpreting and working from plans, involved drawings and sketches.**
- 6. Knowledge in directing and instructing assistants in the trade.**
- 7. Knowledge in the use of all tools common to the electrical trade.**
- 8. Knowledge of preventative maintenance concepts and techniques in the electrical trade.**

MINIMUM REQUIREMENTS:

- 1. Master Electricians License.**
- 2. To be able to lift a minimum of 50 pounds.**
- 3. Must be able to stand and /or walk for long periods of time.**
- 4. Must be able to walk up and down stairs, climb ladders and poles, crawl, stoop, crouch, turn and kneel.**
- 5. Willingness and adaptability to work under unpleasant conditions such as in dusty or dirty areas or in extreme heat or cold.**
- 6. Able to operate lifts and work at heights up to 90 feet.**
- 7. Must have a valid driver's license.**

