

Metropolitan Exposition-Recreation Commission

Title:	Apprentice Electrician	Bargaining Unit:	IUOE, Local 701
Job Code:	8420	Established:	
Pay Range:	176	Revised:	
FLSA Status:	Non-exempt	EEO Category:	Skilled Craft

CLASSIFICATION DESCRIPTION

Perform electrical maintenance, repair and installation as needed at MERC facilities which are the Oregon Convention Center (OCC), Portland's Centers for the Arts (P5) and Portland Expo Center (Expo).

SUPERVISION RECEIVED

Supervision is received from the OCC Operations Manager or the Assistant Operations Manager of Technical Services, Facility Manager at P5 or the Operations Manager at Expo.

SUPERVISION EXERCISED

None. May provide guidance and coaching of new or less experienced employees.

DUTIES AND RESPONSIBILITIES

An employee in this classification may perform any of the following duties. However, these examples do not include all of the specific tasks which an employee in this classification may be expected to perform.

1. Prepares rough working drawings; estimates materials and parts needed and obtains materials within specified budget.
2. Installs conduit, transformers, signaling systems, pull boxes and switches.
3. Services and repairs starters, motors and various other types of electrical equipment and apparatus.
4. Tests, locates and repairs trouble in electrical circuits and equipment.
5. Installs, modifies, maintains and repairs interior wiring.
6. Installs and repairs fluorescent, industrial and general lighting fixtures and connections.
7. Installs temporary electrical services for events utilizing OCC; runs overhead cables, wires and splices cables; makes temporary hook-up of motors and other portable equipment as requested.
8. Interprets blueprints, sketches and specifications in making electrical installations and repairs.
9. Uses voltmeters, ammeters, ohmmeters and hand tools ordinarily used in the trade.
10. Manages and maintains OCC electrical equipment and any rental equipment utilized.
11. Works with Operations Manager to establish departmental budgetary requests for OCC overall budget.
12. Performs other related duties as assigned.

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JOB SPECIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma or GED; trade school preferred or any combination of education and experience that provides the necessary knowledge, skills and abilities to perform the classification duties and responsibilities. Experience working with the public present. Experience in a large public assembly facility or similar. Experience working as an independent functioning team member. Must be able to work any days, and shifts.

LICENSES

Current Oregon State Journeyman Electrician license required at the time of employment. Possess or have the ability to obtain a current CPR/AED certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the tools, materials and practices of the electrical trade
- Local, state and national electrical codes, and the hazards and safety precautions of the trade
- Analyze electrical circuits and equipment for troubleshooting and performing corrective action
- Work under time constraints and with the public present
- Oversee the work of other semi-skilled workers
- Work with fellow employees on projects under the direction of the Operations Manager and meet with show management and exhibitors to discuss all electrical requirements when needed
- Work independently with limited supervision, but closely with other departments and co-workers to accomplish necessary tasks