

**MAINTENANCE APPRENTICE (ELECTRICAL/ELECTRONIC)**

**DEFINITION**

Under immediate supervision, is responsible for learning to install, troubleshoot, repair, and maintain electrical and/or electronic equipment, wiring systems and accessories; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Learns how to test, troubleshoot, repair, and calibrate electronic equipment in order to maintain proper operating standards;

Learns how to test, repair, and replace electrical equipment such as relays, switches, controls, and instrumentation both on and off plant grounds for AC and DC voltage and milliamp current;

Learns how to operate various electronic test and measuring devices such as a multimeter, volt-ohmmeter, oscilloscope, calibrator, line tester, RF power meter, and other diagnostic tools in order to test equipment and ensure proper functioning;

Learns how to test defective equipment to determine cause of malfunction;

Learns how to interpret wiring diagrams, schematics, and manufacturers' manuals to assist in troubleshooting and repairing electrical and electronic equipment;

Learns how to draw and modify electrical wiring diagrams and schematics;

Learns how to program remote terminal units and programmable logic controllers; learns how to program electronic equipment;

Learns how to utilize computer software to program and adjust equipment, such as Programmable Logic Controllers, Variable Frequency Drives, and SCADA;

Maintains and updates daily work records and files on repair history of equipment;

Accesses plant equipment or facilities via ladders, stairs, motorized lifts, etc;

Drives motor vehicle to and from job site and other work-related locations;

Practices safety related to performance of duties to include use of personal protective equipment and precautions when working with and around power sources, mechanical equipment, and chemicals.

**GUIDELINES FOR CLASS USE**

This is a learning classification. This classification exists to enable incumbents to gain hands-on experience and prepare incumbents to advance into the Plant Maintenance Electrician I or Electronic System Technician classifications, which would require successfully passing the associated City of Columbus Civil Service examination. This classification is not intended for long-term assignment. Individuals appointed to this classification serve for a limited period of time not to exceed four (4) years.

**MINIMUM QUALIFICATIONS**

Completion of the twelfth school grade and successful completion of the classroom portion of a vocational training program in HVAC, electrical trades, electronics, robotics, or a closely related program. Substitution(s): Six (6) months of experience in electricity or electronics can substitute for the vocational portion of the educational requirement. A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade completion.

Possession of a valid motor vehicle operator's license.

**SPECIAL NOTE**

Vocational programs as part of a high school curriculum may qualify. This classification may be used for externship opportunities.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Some knowledge of the principles of electronics; some knowledge of workplace and electricity safety concepts; ability to operate hand tools and electronic test equipment; ability to read and work from schematic diagrams and technical manuals; ability to work in confined spaces; ability to utilize personal protective equipment during the performance of duties; ability to prepare and maintain records; ability to establish and maintain a professional working relationship with coworkers and the general public; ability to operate a computer and related software.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Labor and Maintenance/Plant Maintenance
EEO/DOJ Job Category:	Skilled Craft
Class established:	07-27-20
Current spec:	07-27-20
Commission action taken:	Create
Last reviewed:	07-27-20

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	<b><i>PENDING LEGISLATION</i></b>
Salary:	<b><i>PENDING LEGISLATION</i></b>
FLSA:	<b><i>PENDING LEGISLATION</i></b>