

Legislative Building Services Electrician I

Electrician I Salary: \$58,233-91,362 BOE

INTRODUCTION

Legislative Building Services is responsible for the legislative campus grounds and buildings. LBS ensures that the grounds are secured, maintained and continually operating to the best of standards. They are the main point of contact for all custodial, security and building operations on the legislative campus. The LBS is nonpartisan, and much of the agency's work is confidential. The primary job of each LBS employee is to help the agency meet the expectations of the people it serves and to maintain and enhance the integrity and effectiveness of the legislature and the legislative process.

SUPERVISION AND GUIDELINES

Work is under general supervision. Guidelines include agency policies and state laws.

EXAMPLES OF WORK PERFORMED

Installs, maintains and repairs electrical wiring, systems, and fixtures in buildings.
Handling work orders per LBS needs including new data lines, additional electrical circuits for existing and new equipment and troubleshoot overloaded circuits
Scheduling and maintaining all electronic equipment in all committee rooms and House and Senate Chambers.
Identify and troubleshoot fire alarm panel systems and alarms.
Identify and troubleshoot emergency backup power and alarms.
Assisting Central Plant with repair and troubleshooting of heating and cooling systems.
Installs conduits and approved termination boxes per NEC to house electrical wires and cables.
Ensures wiring maintenance and repair methods comply with current NEC electrical codes.
Installs circuit breakers and other electrical hardware and connects wiring to them.
Test electrical systems to ensure proper installation and operation.
Test emergency and exit lighting fixtures monthly, annually and report.
Inspect electrical systems to determine whether repairs are needed.
Replaces conduit and wiring as needed.
Replaces circuit breakers as needed.
Keeping daily electrical maintenance logs
Performs other related duties as assigned.

Required Skills/Abilities:

- Ability to read blueprints.

- Extensive knowledge of electrical systems and wiring.
- Ability to use hand tools and power tools.
- Proficient in the use of test meters and other diagnostic equipment.
- Excellent analytical and problem-solving skills.

DISTINGUISHING CHARACTERISTICS

Incumbent must be able to work well under pressure. Must always be courteous. Must have good interpersonal skills to be able to get along effortlessly with coworkers, customers and staff.

MINIMUM QUALIFICATIONS

High school diploma or equivalent plus four years' electrical field experience.

Completion of formal apprenticeship and current and valid electrician's license required.

WORKING CONDITIONS

Employees work in a professional office setting in the State Capitol. During legislative sessions, the agency is open seven days a week, long hours are the norm and staff may be on-call depending on session demands.

Legislative employees are exempt from the State Personnel Act.

PHYSICAL REQUIREMENTS

- Must be able to see color to discern color-coded wiring.
- Must be physically capable of pulling wires and cables through conduits.
- Frequently moves equipment or supplies weighing up to fifty pounds across campus for various needs.
- Move about the inside of the buildings and grounds with ease and no assistance.
- Constantly reposition self to complete assigned tasks
- Must be able to remain in a stationary position 50% of the time.
- Occasionally climb up and down ladders
- Must be able to work in and on overhead structures, as well as below machinery.
- Must be able to operate scissor lifts or climb scaffolding.

Please send your resume and letter of interest to Ashley.archuleta@nmlegis.gov.