

## Commonwealth Ports Authority Position Description

### Master Electrician

Code 428

**GENERAL DESCRIPTION:** The Master Electrician is proficient in all facets of the electrical system of the agency's facilities including design, construction, repair, installation and maintenance of the system(s). Must be capable of troubleshooting and repairs of systems. Competent to oversee, either as part of a construction management team or be the construction manager, the repairs or installations of electrical systems by the agency contractors.

#### **SPECIFIC RESPONSIBILITIES:**

- Engages in the construction, installation, maintenance and repair of high and low voltage electrical, constant current, communications and electronic systems and acts as a lead for projects assigned and oversees regulatory requirements for electrical permitting and regulatory compliance.
- Familiar with the National Electrical Code and standards of the Federal Aviation Administration and CNMI Building Code as to electrical systems.
- Plans, performs, coordinates and inspects the construction, installation, maintenance, repair and servicing of high and low voltage electrical, communications and electronics systems (i.e.; panel boards, switch gear and transfer switches, communication and public access systems, fire and alarm systems, heating and refrigeration systems, baggage conveyance systems, interior and exterior lighting systems, airport runway lighting and control systems, devices and equipment).
- Plans, performs, schedules and inspects project plans, specifications and work.
- Reviews work orders to determine material, equipment and personnel requirements, requisition materials, supplies and equipment.
- Monitors and inspects work performance by CPA personnel and contractors to ensure compliance with safety standards regulations and FAA Advisory Circulars.
- Assists and supports the section supervisor in developing and implementing the operational schedule and support procedures and work standards.
- Conducts research and analysis in support of the establishment of work standards and procedures for the section.
- Assist supervisor, engineers and others with the preparation and review of plans and specifications.
- Participates in the development and implementation of preventive and predictive maintenance standards and schedules.

- Researches new operational methods, techniques and equipment and recommends its application.
- Provides technical assistance and advice to staff and other CPA sections.
- Attends meetings with other departments and CPA staff.
- Prepares and maintains a variety of records and reports.
- Operates a variety of vehicles and equipment.
- Familiar with power plan generation systems and electrical transmissions systems, transformers, breakers, switches and other systems.
- Must be willing to work on an on-call basis and variable hours, to include weekends and holidays.
- Performs other related duties as required.

## **QUALIFICATIONS**

### Education/Experience

- Completion of a four (4) year degree in Electrical Engineering or Electronic Engineering.
- Experience in electrical apprenticeship program covering construction, control, safety and high voltage components and procedures.
- Experience in software and programs in electronic or electrical systems.

### Required Special Qualifications

- Valid CNMI Driver's License with appropriate endorsements.
- Police Clearance
- Pass and maintain a SIDA badge.

### Salary Range

Pay Level: 19  
Minimum : \$1,398.34 bi-weekly or \$17.48 per hour (PL 19/1)  
Maximum : \$2,391.64 bi-weekly or \$29.90 per hour (PL 19/12).

**Adopted by CPA Board on May 13, 2016.**