

**COMMONWEALTH PORTS AUTHORITY**  
**Position Description**

**ELECTRICIAN**

**Code 419**

***Nature of Work***

Responsible for the overall maintenance and functioning of electrical fixtures, lighting systems, equipment, and various electrical components at the airport/seaport facilities.

This employee is responsible for maintaining and repairing electrical devices, equipment, runway lighting system, passenger loading bridge electrical systems and various electrical components at the airport/seaport facilities. This position is technical in nature and under the direct supervision of the Airport Manager and/or Operations Supervisor.

***Examples of Duties***

1. Plans and directs all activities of electrical maintenance and repairs.
2. Performs maintenance and/or repairs in emergency or urgent situations.
3. Applies proper techniques and procedures in performing electrical maintenance and repair works.
4. Performs general diagnostic tests on loading bridges electrical system, conveyor system, and generator on a regular basis.
5. Observes all applicable safety measures and complies with requirements.
6. Applies theories, methods and techniques necessary for favorable results.
7. Complies with applicable local, Federal and FAA rules and regulations.
8. Submits reports to the Airport Manager regarding regular and emergency repair work performed on a periodic basis.
9. Studies new and improved technology applicable to electrical systems installed at CPA.
10. Submits written reports as required.
11. Assists Airport Manager and Engineering personnel in reviewing new electrical requirements for CPA.
12. Maintains accurate record system on maintenance and repair.
13. Performs other related duties as assigned.

***Minimum Requirements of Work***

1. General knowledge of functions of the Operations Department.
2. General knowledge of approved practices and techniques of airport operations.
3. Ability to apply principles and theories governing electronic instruments and devices.
4. Ability to grasp with adequacy the contents of technical information or layouts on electronic equipment.
5. Ability to communicate effectively both orally and in writing.
6. Ability to train personnel on general theories and principles of electricity.
7. Ability to establish and maintain a cooperative relationship with management, supervisors, personnel and tenants.

**Code 419 (continuation)**

***Minimum Qualifications***

An AA degree or equivalent to certification as electrician from an accredited U.S. college or trade school with four (4) years of progressive electrical application experience in airport operations, aviation or airlines.

No record of criminal conviction.

***Pay Range***

Pay Level        8

Minimum:        \$21,257.12 annually or \$10.22 per hour (Pay Level 8/1).

Maximum:        \$36,356.89 annually or \$17.48 per hour (Pay Level 8/12).

Adopted by CPA Board on February 1, 2008.

***Revised and adopted by CPA Board on December 21, 2016.***

*file: 419elec.doc*

*Last updated : 2/1/08*