



# Example of Master Electrician Job Description

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Our company is looking to fill the role of master electrician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for master electrician

- Considerable knowledge of and ability to use standard hand and power tools and equipment used in electrical maintenance activities
- Maintaining records related to tasks assigned
- Performs preventive maintenance and maintenance repairs for the proper function of all electrical and associated systems
- Performs all tests, maintains all logs and keeps records for related equipment per Department guidelines
- Follows approved methods and procedures of all local, state or federal codes, tool, safety and established security procedures
- Plans and organizes work to be performed and requisitions necessary parts to ensure the proper operation of all electrical systems and equipment and adheres to all Maintenance Policy and Procedures
- Prepares reports of progress and performance for assigned inmates for the use by the inmate's classifications team in measuring and determining the rehabilitative progress of the assigned inmate consistent with motivational needs and the development of a positive approach to rehabilitation efforts
- Performs all tests, maintains all logs, keeps records for related equipment per Department guidelines
- Plans and organizes work to be performed and requisitions necessary parts to ensure the proper operation of all electrical systems and equipment and adheres to all Maintenance Policy and Procedures
- Responsible for all hands-on electrical work, both preventive & corrective

## Qualifications for master electrician

- Must have good computer skills (MS Office Suite)
- You will respond to emergencies and handle the repairs of electrical systems
- You will perform inspection, maintenance, and repair of electrical systems, and other tasks as they come up
- You will identify necessary equipment, materials, and enquire if it is in Post inventory or available locally
- You will perform preventive maintenance on electrical system components in accordance with the appropriate Department of State (DOS) Bureau of Overseas Buildings Operations (OBO) checklists
- You will document and report deficiencies where you find them