

Job Title: Electrician	Reports to: Asst. Public Works Supervisor
Department: Public Works	Job Grade: Non-Exempt
Revision Date:	Fair Labor Standards Act (FLSA)

### Position Summary

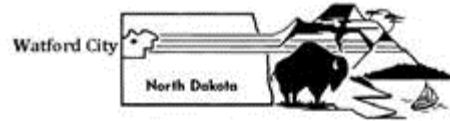
This position requires the ability to perform skilled work involving installing, trouble shooting, repairing and maintaining electrical components in the facilities of the City. Following regulations and procedures for safe, efficient, and thorough electrical installation and maintenance. Duties require skilled technical examinations and the application of standard trade practices to inspection work.

### Characteristics of a Successful Facilities Operator

<ul style="list-style-type: none"> <li>• Positive outlook</li> <li>• Motivated</li> <li>• Outgoing</li> <li>• Energetic</li> <li>• Flexible and adapts easily to new situations</li> <li>• Takes pride in their work and their team member's work</li> </ul>	<ul style="list-style-type: none"> <li>• Keeps a focus on creating an exceptional service experience</li> <li>• Easily builds rapport with others</li> <li>• Detail oriented</li> <li>• Honest</li> <li>• Accountable for their actions</li> <li>• Ability to troubleshoot and think through complex systems</li> </ul>
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### Essential Job Functions

- Installs, maintains, and repairs wiring, lighting, and electrical systems on City owned facilities; ensures that electrical systems and control panels are safe and operable. Also ensures installations comply with NFPA 70 (NEC).
- Responds to trouble calls as needed to make electrical repairs; determines cause of electrical problems; identifies needed materials and equipment to perform tasks.
- Uses a variety of electronic testing equipment to ensure accuracy of diagnosis and repair; maintains simple activity records and completes job orders; maintains equipment and tools in working order.
- Makes and reads schematic diagrams as needed to ensure proper installations;
- Reads, interprets, and applies N.D. codes, UL, Fire and life safety codes, consults code officials when necessary.
- Purchases and picks-up parts and materials.
- Lifts and installs motors, transformers and/or generators.
- Maintains electrical pneumatic and electronic controls, alarm and SCADA systems, programmable controls, and related equipment.
- Requisition parts and supplies; maintain records and prepare reports.
- Oversees and inspects work performed by outside vendors.
- Participates in on-call duty on a rotational basis.
- Assists other departments as needed.



### **Requirements/Knowledge/Abilities**

- Buildings systems (i.e. mechanical, electrical, plumbing, ventilation, HVAC etc.) with corresponding knowledge in correct maintenance procedures.
- AC and DC mechanical and electrical devices and systems.
- DOT TRAFFIC AND SAFETY ZONE SET UP STANDARDS and lead fellow crew members in safe work practices while conducting street light roads and streets.
- Products, equipment, tools, supplies and specialized apparatus used and/or associated with more than one trade such as carpentry, plumbing, electrical, painting, masonry, heating, ventilation, air conditioning, building cleaning, and others used in building and grounds maintenance activities.
- Work from sketches, drawings and blue prints.
- Follow oral and written instructions and capable of expressing ideas on technical subjects.
- Safety standards and precautions pertaining to maintenance and repair work.

### **Preferred Additional Experience**

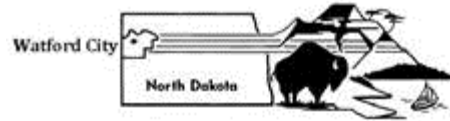
- Programing Econolite Traffic Controllers.
- Radio Telemetry Systems.
- Troubleshooting and/or programming PLC controllers.
- Continuous improvement programs.

### **Judgment/Decision Making**

- Refer unusual problems to supervisor.
- Make recommendations on departmental and City policies, procedures, and practices.
- Independent judgment on day-to-day work and decisions.
- Frequently challenged to solve complex problems while reviewing end results with supervisor.

### **Relation to Others**

- Works to promote teamwork within the department and within the City in general.
- Resolves conflict through the use of tact and diplomacy.
- Plan, organize, assign and evaluate the work of subordinate employees.
- Accepts responsibility and works well when given responsibility.
- Offers suggestions to improve the activities of the department and the operation of the City in general.
- Works cooperatively with others and to work without close supervision.
- Continually strives to improve the proficiency of their job performance and provide a safe work environment.
- Exhibits a positive image and outlook when interacting with coworkers and/or the public.



### **Education/Experience**

- High school diploma OR GED equivalent
- Two years experience electrical installation, maintenance, and repair experience; OR an equivalent combination of education, training, and experience.
- Journeyman or master electrician preferred
- Clean Safety Record
- ND Class B Commercial Driver's and obtain a CDL within 60 days of hire

### **Working Conditions/Physical Demands**

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- Perform overhead work at various heights from ladders, scaffolding, and platforms.
- May be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work.
- Routine exposure to the threat of physical harm from others including the threat of loss of life, exposure to hazardous substances, unpleasant working conditions such as adverse weather conditions or the extreme risk of accident or ill health. Threats are difficult to identify or protect against.
- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noise.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.*

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

*Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Administrator retains the discretion to add duties or change the duties of this position at any time.*