City of Bradenton
Job Descriptions

Job Title: Electrician Level I

Date Prepared: June, 2015

Department/Location: Public Works & Utilities – Facilities Division

FLSA Status: Non-exempt

Bargaining Unit: AFSCME

Classification: Essential: This position is an Essential classification and will require you to report to duty after a hurricane or emergency.

Schedule: This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.

Supervision Exercised: None

Supervision Received: Supervisor and Superintendent

General Purpose of the Position: Under close supervision, performs installation, modification, fabrication, repair, troubleshooting, and maintenance of electrical equipment, including traffic signals, streetlights, H.V.A.C., and systems used in treatment and transmission of potable water, wastewater and distribution of reclaimed water, and other electrical equipment.

Essential Duties and Responsibilities:

- Installs, modifies, fabricates, repairs, and maintains a broad range of electrical equipment and systems for public works.
- Performs inspections and operational efficiency checks, conducting preventive maintenance service on the electrical components of traffic signals, streetlights, and H.V.A.C., and a variety of pumps and supportive equipment, machinery and facilities.
- Detects causes of electrical failures; interprets and ensures compliance with established codes; calculates data necessary for wiring instrument systems; requisitions supplies and materials needed to complete task.
- Installs, troubleshoots, repairs and calibrates electrical instruments, electrical control and monitoring systems (facility telemetry and SCADA), sampling and recording equipment utilized in the water and wastewater utility industry.
- Maintains master control consoles (MCCs), auxiliary engines, transfer switches and generators.
- Disconnects, repairs, and reconnects and/or replaces electric motors; may install electric wiring, conduit and circuitry; repair switch gear equipment and performs other related electrical tasks.
- Assists in the development and integration of policies and procedures for operational enhancement.
- Perform duties as assigned through work orders.
- Operate necessary equipment needed to accomplish daily job duties.
- Keep basic records; perform computer data entry.
- Perform other duties as assigned.

Skills and Physical Abilities Required:

- Knowledge of safe work techniques and practices used in electrical-repair and maintenance.
- Knowledge of electricity as related to mechanical equipment and facilities.
- Skills in inspecting traffic signals, streetlights, H.V.A.C., and electrical equipment, and to detect and identify apparatus malfunctions.
- Ability to operate various hand held tools and repair equipment, e.g., wrenches, power drill, grinder, band saw, ventilating blower, saws, air-compressors, and electrical and H.V.A.C. testing equipment.
- Ability to operate various heavy equipment and machinery, e.g., utility vehicles, crane hoist, fork lift, back hoe, bucket truck, and auger truck.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to make independent judgments and decisions.
- Knowledge of materials used in the maintenance of electrical equipment.
- Ability to establish and maintain an effective working relationship with employees and the public.
- Ability to understand and follow oral and written instructions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to work in close, confined spaces, walk, stand, stoop, kneel, crouch, or crawl, talk, hear, reach above shoulders, work overhead on ladders and platforms, use fingers and hands with dexterity, and feel and reach with hands and arms.
- Ability to lift up to 50 pounds and occasionally lift up to 80 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Equipment Used: Computer, cell phone, telephone, radio. City vehicles (Class "B" or lower CDL level vehicles), trencher, generators, power drill, grinder, band saw, ventilating blower, saws, air-compressors, electrical and H.V.A.C. testing equipment, and miscellaneous hand tools including shovels, sledge hammers, wrenches, ratchets, etc.. Safety training and equipment is provided.

Education and Experience Required: High school diploma or GED equivalent. Vocational training/certification with major coursework in electrical; at least three (3) years prior experience as Electrician Trainee or equivalent in electrical maintenance and repair; or an equivalent combination of education, training, and experience. Good driving record. A valid Florida CDL Class "B" driver's license with air brake endorsements or ability to obtain within one (1) year of employment. The ability to obtain and maintain Maintenance of Traffic (MOT) Intermediate Certification within one (1) year of employment. The ability to obtain and maintain Level I IMSA Traffic Signal Certification.

Environmental Conditions: Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessively loud noises from construction equipment, exposure to live electricity (up to 480 volts), live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides. Physical effort is required to perform heavy manual labor in confined and cramped spaces and (uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. Occasional exposure to slippery and/or uneven surfaces; heights above twenty (20) feet; below ground level, with feet, legs and/or

hands in water. Occasional exposure to confined spaces. Subject to 24-hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

Commercial Driver License (CDL): A Commercial Driver License (CDL) Class B driver's license with air brake endorsement is required for this position.

Pay Grade: 113 **Salary Range: Minimum:** $15.26/hour **Maximum:** $22.89/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:
Department Director _____ **Date** 1-20-17

Human Resource ~~Director~~ manager _____ **Date** 1/23/17

*Updated 06/05/2015
**Updated Jun 2016