



City of Bradenton Job Descriptions

Job Title: Electrician Trainee

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, Electricians and Superintendent

General Purpose of the Position: This is an entry-level electrician apprentice position. Under close supervision, assists with installation, modification, fabrication, repair, and maintenance of electrical equipment, including traffic signals, streetlights, and 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:

- Assists with the installation, modification, fabrication, repair, and maintenance of a broad range of electrical equipment and systems for public works.
- Assists with inspections, operational efficiency checks, and 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.
- Assists with investigating causes of electrical failures; learns how to interpret and ensure compliance with established codes; learns how to calculate data necessary for wiring instrument systems; learns to make requisitions for supplies and materials needed to complete task.
- Assists with the installation, troubleshooting, repair and calibration of electrical instruments, electrical control and monitoring systems (facility telemetry and SCADA), sampling and recording equipment utilized in the water and wastewater utility industry.
- Assists with maintenance of master control consoles (MCCs), auxiliary engines, transfer switches and generators.
- Learns to disconnect, repair, and reconnect and/or replace electric motors; may assist with the installation of electric wiring, conduit and circuitry; assist with repair of switch gear equipment, and other related electrical tasks.
- Learns policies and procedures for operational enhancement.
- Perform duties as assigned through work orders.
- Instructed in and may operate necessary equipment needed to accomplish daily job duties.
- Instructed in and may keep basic records; perform computer data entry.



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- Perform other duties as assigned.

Skills and Physical Abilities Required:

- Ability to learn safe work techniques and practices used in electrical repair and maintenance.
- Basic knowledge of electricity as related to mechanical equipment and facilities.
- Ability to learn skills in inspecting traffic signals, streetlights, H.V.A.C., and electrical equipment, and to detect and identify apparatus malfunctions.
- Ability to operate or to learn 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 or to learn 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 basic independent judgments and decisions.
- Ability to learn about 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 (non-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. Some Trade/Vocational School preferred. Good driving record, a valid Florida driver's license, and ability to obtain a CDL Class "B" driver's license with air brakes within one year of employment. **The ability to obtain and maintain Maintenance of Traffic (MOT) Intermediate Traffic Certification within one year of employment.**

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



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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: 111

Salary Range: Minimum: \$13.85/hour Maximum: \$20.78hour

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

Jan T. [Signature]

Date

1-20-17

Human Resource Director

Manager [Signature]

Date

1/23/17

*Updated 06/05/2015

**Updated Jun 2016