



Job Title	Electrician
Department	Public Facilities
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-exempt

Scope of Work

This position is responsible for the performance of a variety of electrical duties and maintenance of municipal buildings and grounds.

Supervision

Received	Shift Supervisor
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Performs a wide variety of electrical and electronic installations and repairs, alterations and testing to maintain the following systems: electrical, alarm, communication, time keeping clocks, HVAC controls, energy management wiring, refrigeration, internal and external lighting, switch gear, emergency generators, transformers, theatrical lighting and sound, motors, and all other electrical fixtures and wiring systems owned or operated by the Town.
- Reads and interprets plans, sketches, and blueprints.
- Prepares cost and time estimates for all electrical work.
- Orders supplies, equipment and materials.
- Participates in the coordination and/or installation of larger projects requiring multiple trades and other Town departments.
- Meets with contractors and others to review project plans, draft specifications, and contract provisions.
- Stays current on all safety and building codes, asbestos laws and guidelines, and material data sheets.
- Maintains and repairs hand and power tools and tests equipment and specialized items.
- Responds to emergency calls on a 24-hour basis.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

A high school diploma (or equivalent), and at least five (5) years of experience in electrical work.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Department policies and procedures. • Basic electrical theory and concepts, wiring and circuitry. • Applicable building codes and regulations. • The use of tools and equipment required to perform electrical testing, repairs and installations. • Job hazards and safety precautions. • The use of standard office equipment, including computers and relevant software programs.
Ability to	• Multi-task and prioritize work. • Troubleshoot and diagnose electrical problems. • Understand and follow oral and written instructions. • Work independently with minimal supervision. • Establish and maintain effective working relationships with supervisors, coworkers, contractors, vendors, and the general public.
Skill in	• Oral and written communications. • Troubleshooting and problem solving.

Necessary Special Requirements

Journeyman Electrician License , valid driver's license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both indoors and outdoors; hand-eye coordination is necessary to operate computers, tools and various pieces of electrical and office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee may occasionally be exposed to adverse weather and other unpleasant conditions such as heat, cold, wetness and humidity; dim or bright lights, dust, noise, electrical currents, and toxic agents.
- The employee must occasionally lift and/or move up to 50 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer