

City of
EDMONDS
Washington

CITY ELECTRICIAN

Department:	Public Works - Facilities	Pay Grade:	M
Bargaining Unit:	Teamsters	FLSA Status:	Non-Exempt
Revised Date:	June 2013	Reports To:	Facilities Manager

POSITION PURPOSE: Under general supervision, performs services of a state-licensed electrician for the City facilities including traffic signals and installations such as lift stations; researches requirements; generates estimates; installs new power circuits and repairs existing equipment per the electrical code; tests and certifies fire alarm systems throughout City buildings; performs routine maintenance and repairs for HVAC control systems including initialization and scheduling or setting changes.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs skilled state-licensed electrician services for City facilities; performs installation of new electrical service and adds circuitry to existing services.
- Repairs and maintains existing facilities and equipment including: testing, troubleshooting, diagnosis and repairs.
- Provides assistance to other departments or divisions in the maintenance, repair and upgrading of their equipment.
- Performs programming work associated with control systems including: electronic controllers, microprocessors and the modification and upgrade of control cabinets.
- Repairs electrical and mechanical controllers; installs conduits, wires, junction boxes, switchboards and controllers.
- Interprets blueprints, sketches, and other instructions; performs testing and certification of fire alarm systems, sprinkler systems and other related systems as scheduled or required.
- Performs skilled mechanical maintenance duties in the installation, maintenance, repair and alteration of City heating, ventilation, and air conditioning systems, control devices and related equipment.
- Tests for proper HVAC system equipment function; performs calculations, inspects, troubleshoots and repairs or replaces malfunctions in sensor units.
- Communicates with others regarding research, purchase and installation of equipment.
- Participates in safety meetings and other meetings and training as required or scheduled; completes continuing education courses for maintenance and renewal of state electrical license and signal technician certification.

Required Knowledge of:

- Electrical code and application to installations, both new and existing.
- Programming and control schemes for traffic signals, HVAC software and lift station operations.
- Operation and repair of HVAC systems.

JOB DESCRIPTION

City Electrician

- Methods and procedures of locating and remedying defects in electrical and electronic systems and equipment.
- Standard practices, materials, tools and equipment of the signal electronics trade.
- Materials, methods, and tools used in the operation and repair of HVAC systems.
- Electronic and direct digital controllers, pneumatic controls and low-voltage controls.
- Proper methods of storing equipment, materials and supplies.
- All applicable codes and ordinances, including building codes and National Electric Code.
- Health and safety regulations.
- Various equipment and repair manuals, parts purchasing catalogs, MUTCD Manual, blueprints and other building records.
- Effective oral and written communication principles and practices.
- Recordkeeping and report preparation techniques and practices.
- Modern office procedures, methods, and equipment including computers and computer applications necessary to perform assigned work.
- English usage, spelling, grammar and punctuation.

Required Skill in:

- Performing skilled mechanical and electrical maintenance duties in the repair, installation, inspection, diagnosis and alteration of City HVAC systems and related equipment and facilities.
- Reading and understanding electronic schematics, symbols and electrical drawings.
- Working overhead in a bucket, at considerable heights.
- Calibrating pneumatic and electronic controllers and systems.
- Communicating technical information clearly and concisely, both verbally and in writing.
- Estimating costs and materials required for projects.
- Troubleshooting and repairing traffic control and street lighting equipment.
- Interpreting and working from plans, diagrams and specifications; reading, interpreting and applying blueprints and design schematics.
- Planning and organizing work and managing and meeting schedules and time lines.
- Reviewing, reading, analyzing and interpreting equipment repair and maintenance manuals and parts catalogs.
- Interpreting and applying applicable federal, state, and local, policies, laws and regulations.
- Establishing, tracking and maintaining accurate files and records.
- Monitoring and practicing safe work practices.
- Utilizing personal computer software programs and other software relevant to assigned work.
- Establishing and maintaining effective working relationships.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certification and completion of electrical apprenticeship program or similar trade program and two years of journey-level experience in the operation, installation, maintenance, and repair of HVAC systems and electronic controls, or measuring devices and electronics; OR an equivalent combination of education, training, and experience.

JOB DESCRIPTION

City Electrician

Required Licenses or Certifications:

Valid State of Washington Driver's License.

WA State Electrician's License.

IMSA Certification within a specified period of time after hire.

Other specialty certifications/licenses as required by state and federal law and/or OSHA and WAC regulations may be required within a specified period of time after hire.

Valid CPR and First Aid Certification, AED and Bloodborne Pathogens cards.

Must be able to successfully complete and pass a background check.

Mandatory drug test subject to conditional job offer.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

Physical Abilities:

- Walking or otherwise moving over rough terrain.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating various equipment and tools.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling or crouching, stooping, crouching, reaching, pushing, pulling and twisting or otherwise positioning oneself to accomplish tasks.
- Ascending/descending, ladders and inclines.
- Working at heights, working on a high ladder and working in a confined space.
- Heavy physical labor including lifting/carrying or otherwise moving or transporting 50-100 pounds.
- Reading and understanding printed and electronic messages and related materials.
- Hearing voice conversation and hearing alarms.
- Possessing close vision, far vision, side vision, depth perception, night vision and color vision.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Working around and with machinery having moving parts.
- Adverse weather conditions.
- Exposure to smoke, noxious odors, toxic fumes and chemicals, epoxy chemicals, poison oak or ivy, dust or pollen, insect stings, solvents, oil and ink.
- Exposure to possible live wires and high voltage.

Incumbent Signature: _____ **Date:** _____

Department Head: _____ **Date:** _____