

FLSA STATUS	Non-exempt	CIVIL SERVICE	Yes
UNION	Public Works	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Electrical	DEPARTMENT NUMBER	240
REPORTS TO (TITLE)	Traffic and Electrical Dept. Supervisor	JOB FAMILY	Public Works
PAY GRADE	8 / Maintenance Electrician – HVAC Tech	DATE OF LAST REVIEW	November 2023

NATURE OF WORK
<p>The Maintenance Electrician is responsible for planning and performing skilled tasks in the installation and maintenance of city-owned electrical systems and equipment. This position may also involve general building maintenance tasks. While there's scope for independent work, collaboration is often required. Performance is measured based on the adherence to trade standards and the efficacy of the final output. Working in tandem with the Master Electrician, the Electrician oversees the holistic care of electrical systems, traffic signals, and HVAC systems organization-wide. A crucial facet of the role is inter-departmental coordination to guarantee the systems' safety and functionality. Additionally, the Electrician is anticipated to assume the responsibilities of the Master Electrician in instances of their absence due to various reasons.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Installs, maintains, alters and repairs electrical systems including public buildings, city owned streetlights, traffic signals, motors and other electrical equipment. Performs routine carpentry and related duties as required;
2.	Conducts inspection of building HVAC systems, changes filters, cleans and removes debris, checks the condensate drains, the thermostat settings and the electrical connections and voltage, lubricates moving parts, inspects exhaust outlets, checks fuel lines and connections and the refrigerant levels;
3.	Checks locates that come in daily on email through Iowa One Call;
4.	Maintains and repairs traffic signals, and tests conflict monitors and swaps out equipment in traffic signal cabinets;
5.	Plans, researches, and acquires products for new installations and modifications of existing electrical and traffic control systems;
6.	Communicates with other departments when new and more efficient products become available, such as LED luminaires, occupancy sensors, and light harvesting systems.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
Does not officially supervise other employees

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High School Diploma or equivalent (G.E.D.);
AND

At least 4 years of electrical experience preferable with a varied background in residential, commercial, industrial, new construction, and service work and completes an apprenticeship program.

LICENSING / SPECIAL REQUIREMENTS

Possesses a Class A Journeyman's license issued by the State of Iowa;

Possesses and maintains an EPA Part 608 certificate and a Traffic Signal Technical Level 1 Certification;

- Required within 6 months of appointment

A Valid Driver's license

- Possess and maintain valid Commercial Driver's license "Class A" along with Air Brake Restriction removed and tanker endorsement added
- Must obtain within six months of employment (dependent on availability of training program)

SKILL / ABILITIES REQUIREMENTS

- Knowledge of standard tools, equipment, testing devices, materials, methods and practices of the Electrical and HVAC trade;
- Considerable knowledge of the occupational hazards and safety precautions required in the electrical and HVAC trade including working with high voltages and refrigerants;
- Ability to interpret and work from blueprints and drawings;
- Skills of electrical and mechanical troubleshooting;
- Knowledge of Local, State and National Codes;
- Knowledge of low voltage systems including fire alarm, motor controls, phone, ethernet, boiler control, and lighting;
- Ability to use computers and relevant software (ex.: Microsoft Office);
- Ability to operate equipment such as bucket trucks, trenchers, backhoes, skid steers, boring and locating equipment;
- Ability to use various electrical testing equipment;
- Communication skills such as active listening, oral and written communication to deal with customers and other stakeholders.
- Ability to adapt to emergency situations without becoming overwhelmed and make decisive judgements on how to proceed quickly.

PHYSICAL REQUIREMENTS

Positions in this class typically require: kneeling, reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Intense Noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

CLASSIFICATION HISTORY

DATE	COMMENT
August 2023	Draft prepared by AS
November 2023	Updated per PDQ by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.