

FLSA STATUS	Non-exempt	CIVIL SERVICE	Yes
UNION	Public Works	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Electrical	DEPARTMENT NUMBER	240
REPORTS TO (TITLE)	Traffic and Electrical Department Supervisor	JOB FAMILY	Public Works
PAY GRADE	9 / Master Electrician – HVAC Tech	DATE OF LAST REVIEW	November 2023

NATURE OF WORK
<p>Senior Electrician is responsible for planning, laying out, designing, maintaining, and installing city-owned electrical systems and equipment. This role also collaborates with the Engineering Department on the design and installation of both new and existing traffic signals. The Senior Electrician supervises and assists with electrical tasks carried out by City Electricians, ensuring all work aligns with local and national electrical codes. Effective communication with various city departments is crucial to guarantee the safe and efficient operation of these systems. An intrinsic part of the role involves prioritizing tasks to optimally serve the organization's needs. Additionally, preparing reports and maintaining records of completed work is essential.</p> <p>Moreover, this position is responsible to ensure the HVAC systems in all City buildings are running efficiently and are delivering consistent performance. Duties may involve repairing and maintaining all HVAC equipment such as air conditioning units, electric motors, heating units, etc.</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 visual Inspection of building HVAC systems, changes filters, cleans and removes debris, checks the condensate drains; checks 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.	Plans, researches, and acquires products for new installations and modifications of existing electrical and traffic control systems;
4.	Communicates with other departments when new and more efficient products become available, i.e., LED luminaires, occupancy sensors, and light harvesting systems;
5.	Checks locates that come in daily on email through Iowa One Call;
6.	Maintains and repairs traffic lights, and tests conflict monitors and swaps out equipment in traffic signal cabinets.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
Assigns work and provides work direction as a “lead worker” for regular, part-time or contracted employees;

**TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS**

High School Diploma or equivalent (General Educational Development);  
 AND  
 At least 5 years of electrical experience preferable with a varied background in residential, commercial, industrial, new construction, and service work;  
 AND  
 Complete a 4-year apprenticeship program.

**LICENSING / SPECIAL REQUIREMENTS**

Possesses a Master Class A Electrician 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

Possess an electrical contractor license issued by state of Iowa

- Required within 12 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;
- 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;
- Ability to use computers and relevant software (ex.: Microsoft Office);
- Knowledge of low voltage systems including fire alarm, motor controls, phone, ethernet, boiler control, and lighting;
- Skills of operating equipment such as bucket truck, trencher, backhoe, skid steer, boring equipment, locating equipment, and 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: climbing, kneeling, reaching, standing, walking, fingering, handling, 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.