



Job Title: Electrician

Reports To: Chief of Maintenance, Chief of Operations and Plant Manager

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform skilled technical work in the maintenance and repair of electrical, electronic, and SCADA circuits, equipment and instruments.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Installs, repairs, replaces, and maintains a variety of electrical fixtures, switches, receptacles, transmitters, motors, control devices, alarms, lighting, conduit and wiring, systems, equipment, and related components in compliance with applicable codes, drawings, wiring diagrams and engineered specifications.
- Performs various skilled, semi-skilled, and manual work functions associated with installation, maintenance, and repair of electrical systems and equipment, such as troubleshooting electrical problems, layout of electrical wiring/systems, installing electrical circuits, replacing breakers and fuses, replacing defective wiring, removing/installing breaker panels and covers, installing/replacing indoor/outdoor lighting fixtures, installing electrical receptacles/switches, installing electrical equipment, repairing/wiring electrical motors, splicing submersible motors, installing/maintaining exhaust fans/systems, repairing fire alarm systems, installing smoke detectors, repairing service feeders, running wires/cables, bending conduit, changing ballasts, or replacing bulbs/batteries.
- Performs various skilled, semi-skilled, and manual work functions associated with installation, maintenance, and repair of instrumentation and control systems such as troubleshooting instrumentation and control problems, replacing and maintaining programmable logic controllers (PLCs), radios, communication devices, RTU, security alarm systems, cameras, metering, and other various low voltage systems. Installs, calibrates, and maintains complex electronic process control equipment such as: pressure, flow, level controllers, recorders, SCADA and PLCs. Installs, tests, and repairs/replaces electrical/electronic equipment such as AC/DC variable speed drives and motors, alarm systems, generators, solid-state and

relay control systems, and controllers. Tests, installs and maintains the Utility's SCADA Computer System.

- Assists with the building and wiring of control panels from drawings and engineering specifications.
- Tests continuity of circuits to ensure electrical compatibility and safety of components; inspects/tests equipment and components for proper operations; makes adjustments, repairs, or replacements; reports problem situations.
- Operates a variety of machinery, equipment, and tools associated with department activities, which may include a forklift, chipping hammer, hot box, tracer, conduit bender, drill, hammer drill, conduit bender, shovel, pick, post hole digger, electrical tester, gauges, meters, electrical tools, mechanic tools, or diagnostic instruments. Fabricates tools and metal components.
- Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, greasing equipment, washing/cleaning equipment, cleaning project work areas, and cleaning shop; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Gathers necessary equipment, tools, parts, or supplies to conduct projects; initiates orders for new or replacement materials; transports, loads and unloads equipment and materials used in projects.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Assists in the preparation to complete various forms, correspondence, reports, work orders, diagnostic reports, purchase requisitions, electrical drawings, statistical analyses, and other documents.
- Maintains a current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.
- Conducts a preventative maintenance program for electrical and electronic equipment. Makes visual inspections to determine proper operating condition.
- Provides assistance or coverage to other employees as needed, and performs other related duties as required.

COMMUNICATION COMPETENCIES

- Effectively communicates with supervisor, employees, other departments, contractors, engineers, utility companies, vendors, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Accurately and expeditiously receives and delivers messages and information to the appropriate individuals.

- Ability to prepare accurate and thorough written records and reports.
- Ability to understand and follow oral and written instructions and to complete assigned tasks with minimal supervisory direction.
- Ability to understand and quickly and accurately follow brief oral and written instructions on moderately complex matters.
- Ability to establish and maintain harmonious relationships with Supervisor, customers, other employees, other departments, other governmental and regulatory agencies, and the general public as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of electrical, electronic controls and circuits.
- Knowledge of the methods, practices, testing equipment, tools and equipment used in electrical repair and maintenance work.
- General knowledge and understanding of pneumatic/hydraulic systems.
- Knowledge of and the necessary skill to work with the hazards and safety precautions applicable to voltage up to 480v. Knowledge of the hazards and safety precautions necessary when working around high voltage systems.
- Knowledge and understanding of motors, time meters, alarm systems, and other electrical and electronic equipment, programmable logic controllers, SCADA, and telemetry systems.
- Knowledge of office software such as Microsoft Excel, Word and Outlook.
- Knowledge of the occupational hazards and standard safety precautions, safe work methods, and related safety devices associated with the operation and maintenance of utility systems and the ability to ensure that employees comply with safe standards.
- Ability to troubleshoot, comprehend, and implement appropriate corrections to complex electronic and electrical control circuits safely in adverse conditions.
- Ability to inspect, maintain and repair electrical equipment and controls and develop "as built" drawings of existing circuits.
- Ability to verify calibration of flow, level and pressure transmitters.
- Ability to order and manage electrical components for repair and/or replacement.
- Ability to correctly follow rules, regulations, policies and procedures.
- Ability to determine and recommend alternate procedures to achieve the desired end result.
- Ability to efficiently respond to emergency situations.
- Ability to accurately read as-builts drawings, wiring diagrams, sketches, construction plans, maps, and schematics.

MINIMUM QUALIFICATIONS

High school diploma or equivalent; supplemented by vocational/technical training in electrical and electronic systems; five (5) years previous experience and/or training that includes installation, repair, and maintenance of electrical, electronic and instrumentation and control systems/equipment. Must possess and maintain a valid Journeyman Electrician's License. Must possess and maintain a valid Florida driver's license.

PHYSICAL AND SENSORY REQUIREMENTS / ENVIRONMENTAL FACTORS

Physical Demands: Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Requires walking or standing to a significant degree, climbing, reaching, handling, fingering, feeling, talking, hearing, seeing, smelling.

Environmental Conditions: Both: Inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts.

South Central Regional Wastewater Treatment and Disposal Board (The Board) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), The Board will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills, and ability.

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