



JOB DESCRIPTION

Electrician

Date Prepared: November, 2014

SUMMARY: Under general direction and supervision, may plan, coordinate, inspect, test, program, service, troubleshoot, and perform preventive maintenance tasks on electrical equipment; organizes and performs a variety of skilled maintenance and repair tasks on high and low voltage electrical equipment, facilities, and water distribution systems; performs other related duties, as assigned.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Install, maintain, service, and repair technical, complex electrical, and mechanical systems, including high and low voltage electrical systems, and water distribution systems.
- Accurately interpret and apply National Electrical Code (NEC) codebook, all federal, state, and local laws, rules, and Occupational Safety and Health Act (OSHA) safety regulations, as well as NFPA70E Standard for Electrical Safety in the Workplace.
- Read and interpret plans, blueprints, and specifications, maintain accurate records, estimate time, labor, and material costs.
- Responsible for security and control of the distribution systems and safely conduct or assist other staff in operating equipment to correct system problems and restore service during emergency conditions; maintain accurate logs and reports, as needed; install, test, and provide data for voltage and current/energy recordings, power quality, analyzers, and at customer sites; make internal connections to adjust voltage.
- Initiate and issue switching orders and electrical clearances in accordance with the City's lockout/tagout policy and procedure.
- Conduct routine inspections of the utility's distribution systems and associated equipment.
- Perform maintenance of valves and meters for new and existing customers.
- Line locating electric and assist with water leak survey Act as liaison between the customers and the utility division.
- Utilize computer software programs competently.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND two years of journey-level experience as a commercial/industrial Electrician, SUPPLEMENTED BY successful completion of a recognized electrician apprenticeship program is required. Electrical and mechanical maintenance experience involving electrical distribution systems and high/low voltage systems is preferred. Instrumentation and PLC / RTU experience highly desirable.

Knowledge of:

- Theories, principals, methods, equipment, tools, and materials used in electrical and mechanical maintenance.
- Occupational hazards and safety precautions, including current applicable NEC regulations, OSHA regulations, and FAA airport electrical rules and regulations, all federal, state, and local laws, rules, and NFPA70E Standards for Electrical Safety in the Workplace regulations.

Skill in:

- Using initiative, discretion, and judgment within established procedures guidelines and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Recognizing, troubleshooting, and solving electrical problems.
- Utilizing a variety of tools and equipment used in the electrical trade.
- Operating aerial equipment and use electrical test equipment.
- Reading and understanding blueprints, as well as schematic diagrams.
- Keeping accurate records.
- Operating heavy equipment such as a bucket truck.
- Using standard and specialized electrical devices or equipment such as voltmeter, amp, meter, ohmmeter, megohmmeter, and other hand tools used to test electrical flow and connectivity.
- Dealing courteously with the public while assisting with complaints, coordinate switching with individual customers.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- A Journeyman Electrician's Certificate, State of California Electrical Contractor's License (C10, Electrical Contractor), or documentation verifying completion of a recognized electrician apprenticeship/certification program is required.
- Must be able to obtain an Airport access badge with driving privileges within ninety days of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a variety of environmental conditions, both indoors and outdoors, with exposure to wide temperature variations, noise, vibrations, fumes, odors, dust, machinery and its moving parts. Incumbent must be physically able to perform strenuous work on a regular basis. Physical demands are light to moderate, consisting of sitting, using hands and fingers to handle or feel objects, tools, or controls; reaching, standing, walking, stooping, kneeling, crouching, and crawling; occasional heavy lifting up to 100 pounds, climbing ladders and entering confined spaces; exposure to electrical hazards; incumbent wears Personal Protective Equipment (PPE) as required in the NFPA70E Standard for Electrical Safety in the Workplace; specific vision capacity includes: close, distance, peripheral, depth perception, color differentiation, and the ability to adjust focus. Incumbent must be able to hear in the normal range, with or without correction; must have the stamina to work long hours and overtime, if assigned; must be willing to work an irregular schedule, which may include weekends, holidays, nights or varying shifts. Incumbent will be required to participate with the standby/non-duty-hour emergency response rotation, as assigned; will be required to respond to callouts and emergencies during non-duty hours, on weeknights, weekends, and holidays.
