

JOB DESCRIPTION



Position: Assistant Electrician
Department: Public Works Department
Date: _____

Classification: _____
Location: _____

GENERAL PURPOSE

This position is responsible for the installation, maintenance and alteration of the City's traffic lights, signals and lighting systems. This is a highly skilled work involving the responsibility for performing difficult and specialized electrical maintenance and repair. Also assists in the installation and maintenance of City street signs and traffic markings. Will be working with the City Electrician on projects as required and perform job duties as assigned by Supervisors. Carries a supplied cell phone and required to be on call. *The Assistant Electrician will be on call and will rotate with the Electrician, subject to being called and will be reasonably available for such calls.

SUPERVISION RECEIVED:

Superintendent and Assistant Superintendent.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Install and maintain all electrical traffic signals; test, splice and repair wires and cables; assist in the installation and maintenance of traffic signs and traffic markings; repair and maintain electric motors; assist in the design of new or existing electrical systems; complete all records and reports as required; perform routine maintenance of electrical equipment; make alterations to City's existing electrical systems; knowledge of electrical theory; knowledge of computers.

PERIPHERAL DUTIES

And any other job assignments.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school or GED equivalent, and considerable experience

as an electrician; basic qualifications.

Necessary Knowledge, Skills and Abilities:

(A) Current working knowledge of National Electric Code; knowledge of occupational hazards and safety practices; working knowledge of standard trade procedures for electrical wiring, and including high voltage.

(B) Ability to work all types of bucket trucks, and scissor trucks; working knowledge of terminology and tools of the electrical trade; install and maintain traffic lights; ability to maintain traffic signage; ability to make repair to complicated electrical wiring and all other duties and responsibilities.

(C) Ability to understand and follow oral and/or written instructions; ability to read and understand schematic diagrams; ability to direct and work with outside contractors on City projects; ability to trouble shoot electrical/electronic equipment; familiar with standard electrical code requirements.

SPECIAL REQUIREMENTS

Must possess valid state Ohio driver's license and CDL driver's license.

TOOLS AND EQUIPMENT USED

Operate bucket trucks and scissor trucks; electrical tools, wiring, meters.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must lift and maneuver heavy objects. Color vision. Must be in good physical condition.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee may be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration, (contact supervisor with concerns or possible exposure). The employee could possibly be exposed to risk of electrical shock. The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Signature: _____
Supervisor/Dept. Head

Signature: _____
Employee:

Effective Date: _____

Revision History: _____

AFSCME Bargaining Unit

Administration