

NATURE OF WORK

This is skilled, journey-level electrical work in design, installation, replacement, repair, and maintenance of electrical systems, equipment, and fixtures in City facilities.

Performs journey-level electrical and electronic repairs, plans electrical modifications and installations, obtains required permits for City, and directs the work of others. Performs a variety of other maintenance tasks such as servicing heating, ventilation and air conditioning systems, lighting systems, and other related building maintenance tasks. Work is performed under limited supervision. This is not a supervisory classification but lead responsibilities, particularly related to electrical work, are routinely required.

This classification is distinguished from the Maintenance Technicians by the requirement of an Oregon General Supervisor Electrician License, the ability to acquire permits, and perform all types of electrical installations for the City. It is distinguished from the General Services Senior Supervisor by the absence of overall supervisory responsibilities and the absence of authority over a section of building maintenance services.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed, and many positions will involve essential duties which are not listed.)

Oversees and participates in installation and maintenance of a variety of electrical, electronic, and mechanical systems. Designs, modifies, and installs electric circuits, computerized controls, lighting, signals, and alarm circuits. Oversees and performs troubleshooting and repair of electrical equipment and systems, the installation and maintenance of building and commercial electrical circuits and related equipment. Acts as lead electrician to assigned staff, organizes, schedules, assigns, and reviews the work of others.

Acquires necessary supplies, completes schematic drawings and diagrams of electrical installations and centralized control systems. Maintains written work records, timesheets, and prepares reports as needed. Maintains inventory of replacement parts. Completes cost estimates for projects. Drafts specifications for contracts.

Performs large, skilled, or difficult electrical construction or maintenance projects and leads work of other employees using high level craft skills in electrical trades such as heating, ventilation or air conditioning, etc. Remodels facilities, installs new electrical services. May be responsible for monitoring work performed by a variety of contractors for compliance with City contract specifications. May advise contractor of inappropriate work performed and suggest corrective action. Assists supervisor in writing specifications for contracted services or obtains quotes for contracted services.

Performs other related work as assigned.

WORK QUALIFICATIONS

An Oregon General Supervisor Electrician License is required at time of appointment.

Thorough experience as a journey-level electrician related to building maintenance, with some experience as a supervising electrician or lead worker; education and apprenticeship training in electrical design, installation, and repair, particularly related to building maintenance; or any combination of education or experience which provides the following knowledges, skills and abilities:

Thorough knowledge of current Electrical Codes as they apply to Oregon and City facilities.

Thorough knowledge of standard electrical trade maintenance, construction and design techniques.

Thorough knowledge of hazards and safety precautions involving electrical work and building maintenance services.

Thorough skill in design, installation, troubleshooting, maintaining, and repairing electrical services, circuits, and control systems.

Considerable skill in a variety of other related crafts such as heating, air conditioning, and ventilation systems specific to assignment area.

Skill in the use of a variety of tools and equipment standard to electrical work and building maintenance trades.

Thorough ability to plan and organize multiple tasks for accomplishment; to plan, assign, and review the work of others.

Considerable ability to execute independent judgements to coordinate and perform work assignments.

Considerable ability to work effectively with City employees, property owners, and contractors, who may be hostile.

Ability to prepare a variety of drawings, drafts contract specifications and written reports, and maintains records related to work assignment areas.

Possession of a valid Oregon Class 4 License and the ability to meet City driving standards.

Ability to pass a police background check.

Work is normally performed in the field with occasional office duties. Work requires availability for call back on evenings and/or weekends as needed. Field setting requires exposure with safety precautions to high voltage, dust, fumes, a variety of chemicals, and noise. Dexterity sufficient to reach and repair electrical and electronic wires and control panels is required. Physical strength and agility to perform manual task for prolonged periods and move heavy equipment and materials. Work is often performed at heights, in underground locations, in areas of dampness, heat, or cold. Work may be performed outdoors in a variety of weather conditions. Work also requires sufficient sensory capabilities to utilize a variety of diagnostic tools and techniques to determine conditions of electrical/electronic services.

Personnel Director