



Electrician

Job Description

Department: Public Works
Position: Career Service
Starting Step: 35, Table 14
Supervisory: No
Reports to: Maintenance Supervisor

Summary

Under general direction of the Maintenance Supervisor, performs design, installation, and maintenance of electrical systems in County buildings and on County grounds.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Engineer, install, maintain, remodels, and repair emergency power systems, low voltage lighting systems, electrical panels, boilers, overhead and office lighting systems, UPS, and generator systems.
2. Install, inspect, maintain, and repair computerized fire alarm systems, close circuit televisions, security systems, elevator emergency systems, heating systems, and air conditioning systems. Perform inspection audits of these systems to isolate and mitigate potential threats to facility security and staff safety.
3. Install, inspect, maintain, and repair overhead hoists and welding equipment.
4. Engineer, install, maintain, remodel, and repair pavilion lighting systems, parking lot lighting systems, walkway lighting systems, and grounds lighting systems.
5. Perform minor repairs on electric hand tools and electrical convenience items.
6. Order parts and supplies as needed.
7. Respond to emergency situations on an on-call basis as assigned.
8. Maintain records of blueprints, AS Built plans, and other drawings.
9. Assist maintenance personnel in plumbing, heating, cooling, mechanical, and carpentry work.
10. Program and install card readers, SCU's, locks on building access system.

Knowledge, Skills, and Abilities

Knowledge of electrical methods and procedures

Knowledge of National Electrical Code Book guidelines

Skilled in word processing and basic computer programs

Skilled in the use of electrical tools

Skilled in reading, writing, and basic math

Ability to interpret standard plans, blueprints, and circuitry layout

Ability to cost estimate time and materials for individual projects

For Office Use Only

Class Code: 7000

Class Title: Electrician

FLSA: Non-Exempt

Effective Date: 7/20/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

Ability to maintain cooperative relationships with those contacted in the course of work activities

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This role exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbent is required to use protective devices such as masks, goggles, and gloves. This job may expose incumbent to possible bodily injury from electrocution. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually very noisy. This position requires the operation of a motor vehicle.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 - 80 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. Equivalent to an associate's degree in an electrical field
2. And four (4) years journey-level work experience designing, installing, and maintaining electrical systems
3. Possession of a Journeyman Electrical License will be considered as four (4) of the six (6) years combined education and experience requirement

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Preferred Education and Experience

- 1. Experience with Iner Building Access System
- 2. Electrical Journeyman License
- 3. Forklift certification

Additional Eligibility Qualifications

- 1. Some incumbents may be required to obtain a State of Utah Commercial Driver’s License (CDL)
- 2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 day so employment
- 3. Selected applicants may be subject to, and must pass, a full background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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