

## FACILITIES MAINTENANCE ELECTRICIAN

**DEPARTMENT** : **COMMUNITY DEVELOPMENT - REHABILITATION**  
**SALARY** :  
**FLSA** : **NON-EXEMPT**  
**CIVIL SERVICE** : **INCLUDED**  
**BARGAINING UNIT** : **MUNICIPAL EMPLOYEES LOCAL #177**

### GENERAL STATEMENT OF DUTIES

Performs master/journeyman level electrical duties in the installation, maintenance and repair of commercial and industrial type wiring applications in City buildings and facilities. The work is performed under the general direction of the Facilities Manager and Construction Foreman but considerable leeway is granted for the exercise of independent judgement and initiative. Supervises or directs subordinate personnel.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Supervises and participates in the new installation, maintenance and repair of a variety of electrical systems for buildings, shelters and other Leisure Services facilities including Riverfront Stadium, Young Arena and downtown Expo areas; may provide electrical support for other City departments.
2. Assesses and repairs complex electrical problems using tools, materials and procedures involved in master/journeyman level electrical operations.
3. Works from blueprints, plans and diagrams.
4. Instructs subordinate personnel in proper methods of electrical maintenance and repair and inspects work for conformance to instructions and applicable electrical standards.
5. Makes test operations of new equipment in workshop prior to installation in the field.
6. Operates aerial lift truck, trencher/backhoe, end loader, tractor/trailer combination, tractor, concrete saw, air hammer and other power tools.
7. Repairs damaged or defective units and installs and inspects equipment for proper operation.
8. Performs electrical maintenance and new installation for other municipal departments including testing, locating, repairing trouble in electrical circuits and equipment, replacing defective parts in electrical motors, generators, pumps, other fixtures and appliances.
9. May assist other departments with building construction or maintenance projects.
10. Assists with mowing and snow removal as needed.
11. Works from unprotected heights using ladders, scaffolding or lift truck up to seventy feet in the air; works in busy traffic areas such as stadium/field lights and construction areas.
12. Works outside in all weather conditions; works near moving mechanical equipment and electrical hazards; operates equipment and tools that cause vibration; noise level is often loud; atmosphere may contain dust and fumes from traffic and particles from sawing and jack hammering concrete or asphalt.
13. Responds to questions from the public concerning Leisure Services building maintenance and repair work.

14. Responds to citizen complaints or directs to someone able to respond.
15. May work various night/weekend/holiday hours.
16. Performs electrical maintenance and repairs in trenches and on uneven ground.
17. Keeps a daily log sheet of work performed.
18. Works independently and with others with minimum supervision.
19. Attends work regularly at the designated place and time.
20. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City and Leisure Services safety rules and regulations.
21. Performs all other related duties as assigned.

**REQUIRED KNOWLEDGE & ABILITIES**

1. Comprehensive knowledge of standard practices, tools and terminology of the electrical trade and electrical theory.
2. Ability to make repairs to complicated electrical wiring, fixtures and equipment.
3. Ability to read and work from blueprints, plans and diagrams.
4. Ability to plan, supervise and review work of subordinate employees.
5. Ability to safely operate an aerial lift truck, trencher/backhoe, end loader, tractor/trailer combination, tractor, concrete saw, air hammer and other power tools.
6. Ability to discuss electrical maintenance and repair issues with members of the public tactfully and promptly, in a clear, concise and easily understandable manner.

7. Ability to communicate effectively and maintain working relationships with other City employees, supervisors and the public.
8. Ability to keep accurate and thorough records regarding work performed.
9. Ability to use independent judgement to recognize and solve problems as they occur and to purchase equipment, materials and supplies as needed.
10. Knowledge of occupational hazards associated with and the safety precautions necessary when working with complex electrical equipment.
11. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

**ACCEPTABLE EXPERIENCE & TRAINING**

1. High school graduate/GED.
2. Journeyman electrician with minimum five years verifiable experience, supplemented by studies in electrical shop work or other vocational school (verification required).
3. Must obtain and maintain Master Electrician License within 110 days of start date for City of Waterloo Leisure Services.
4. Iowa Class B or A Commercial Driver's License by interview date and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year

period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault or not-at-fault accidents within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

### **ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient strength to perform assigned tasks (lifting mast arms weighing 60 pounds is necessary – may request help as needed).
2. Sufficient speech and hearing that permits the employee to communicate effectively with coworkers in person, over the telephone or over a radio.
3. Sufficient color vision to identify indicator lights on electronic control panels and color-coded electrical wiring; sufficient depth perception, distance and peripheral vision to safely operate vehicles and equipment and assess complex electrical problems; sufficient dexterity to safely operate power and manual electrical repair and maintenance tools; sufficient hearing to understand verbal instructions, respond to questions from the public, and to hear traffic in work areas.

4. Sufficient personal mobility that permits the employee to operate required equipment safely in all types of weather and to go to work sites all over town and perform required maintenance.

### **MISCELLANEOUS**

1. Must wear personal protective equipment such as safety shoes, safety glasses, safety vest, hearing protection, gloves and hardhat.
2. Must submit to Department of Transportation alcohol and drug testing requirements including pre-employment, post-accident, reasonable suspicion, random and return-to-duty/follow-up testing.
3. Following a conditional offer of employment, the City of Waterloo requires a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
4. The City of Waterloo reserves the right to conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.
5. Must submit to Civil Service examination procedures including a panel interview.

### **WORK SCHEDULE**

Will generally work Monday-Friday 7:00 a.m. – 3:30 p.m. with a half-hour unpaid lunch. May be required to work overtime on special construction projects or weather related emergencies. **Schedule may vary for special events.**