

## Middletown, CT Job Description

<b>Classification Title</b>	Electrician
<b>Job Code</b>	
<b>Department</b>	Water & Sewer
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### **PURPOSE OF POSITION**

The purpose of this position is to troubleshoot, repair and replace electrical devices and related parts or systems that control pump or water pressure regulating equipment. Performs general electrical maintenance, perform skilled electrical work in the maintenance, repair and renovation of City and school buildings, including therein all electrical fixtures; and performs general maintenance work as needed. Position reports to the Director of Facilities for the Middletown Board of Education.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Performs electrical project management of all projects. Perform maintenance, repair or replacement of existing equipment. Adds ground fault protection.
- Reviews all building plans, blueprints, diagrams or drawings to determine equipment, tools and materials as required. Researches equipment parts within guidelines for purchasing and vendor requirements. Obtains multiple quotes. Works with vendors and dealers to acquire parts and materials. Confirms purchase orders with finance and accounts payable.
- Estimates time and material costs. Troubleshoots and repairs heating and air conditioning units. Performs mechanical work on power generating equipment. Changes control valves and gauges. Performs repair and maintenance of fuel distribution equipment.
- Assists in estimating major renovation projects. Designs and builds pump station controls and standardization. Builds new control panels and integrates into existing pump station. Fabricates enclosures, brackets and safe guards.
- Supervises staff as required. Creates Original Equipment supplier and installation guides. Creates outline of individual parts and specifications into a reference manual.

## Middletown, CT Job Description

<b>Classification Title</b>	Electrician
<b>Job Code</b>	
<b>Department</b>	Water & Sewer
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

- ~~Plans layout, installs and repairs wiring, electrical fixtures and apparatus. Assists outside departments with electrical needs.~~
- ~~Prepares sketches showing location of wiring and equipment.~~
- ~~Installs control and distribution apparatus.~~
- ~~Connects power cables to equipment and installs grounding leads.~~
- ~~Tests continuity of circuit to insure electrical compatibility and safety components using testing instruments.~~
- ~~Observes functioning of equipment or systems to detect hazards and need for adjustments, relocation or replacement.~~
- ~~Uses hand tools of trade and related power equipment.~~
- ~~Follows all applicable safety procedures and State/Federal regulations.~~
- ~~Reports status and finish of assignments to supervisor.~~
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

~~High School Diploma or equivalent and C~~ completion of vocational technical school program in electrical trade and at least five years of experience in the electrical field. ~~or completion of an approved apprenticeship program in trade, and three years of experience as a journeyman level of the trade.~~

Appropriate education substitutions can be made.

#### Other

- ~~State licensing for electrical E-2 license required. Connecticut Motor Vehicle Operator's license.~~ E-2 Unlimited Journeymen.

### PREFERRED QUALIFICATIONS

Electrical Engineering degree A.S. and at least eight years in the electrical field with three or more years in mechanically related trade. E-1 Unlimited Contractor, Category 5e Computer Certification and Fiber Optic Certification.

## Middletown, CT Job Description

<b>Classification Title</b>	Electrician
<b>Job Code</b>	
<b>Department</b>	Water & Sewer
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~ Knowledge of water and wastewater processes
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~ Knowledge of mechanical systems
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as bid specifications, quotations, work orders, electrical specifications, blueprints, building codes, schematics, maintenance manuals, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Director of Facilities and all maintenance/repair staff, custodians, principals, Fire Chief, inspectors, City Directors, vendors and the public.~~ Knowledge of motor control functions, instruments and procedures
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.~~ Ability to collect, outline and relay information for reference writing
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Handle common inquiries or complaints
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables

## Middletown, CT Job Description

<b>Classification Title</b>	Electrician
<b>Job Code</b>	
<b>Department</b>	Water & Sewer
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

- Ability to Pperform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Eexercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools as standard for any electrical application.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as electrical repair and maintenance.~~
- ~~Tasks involve the ability to exert regular and sustained heavy physical effort with an emphasis on climbing and balancing which also involves stooping, kneeling,~~

## Middletown, CT Job Description

<b>Classification Title</b>	Electrician
<b>Job Code</b>	
<b>Department</b>	Water & Sewer
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

~~crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.~~

~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### **WORKING CONDITIONS**

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

~~• Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as strong odors, toxic agents, chemicals or dusts can cause discomfort and where there is a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/05/15
<b>Dates revised</b>	