



BOARD OF PUBLIC WORKS
JOB ANALYSIS SCHEDULE
ELECTRICIAN - ELECTRIC DEPARTMENT - UTILITY SYSTEM
Non-Exempt – Safety Sensitive

WORK PERFORMED:

The Electrician reports to the Electric Line Supervisor. The Electrician installs, tests, calibrates, repairs and maintains documentation of electrical devices and equipment at substations, water treatment plant, wastewater treatment plant and all other systems and facilities to ensure continuous safe and reliable operation of these facilities and systems.

ESSENTIAL AND RELATED JOB FUNCTIONS:

- Perform investigation of failures/deficiencies on substations, plants, and system equipment to correct problems and improve reliability of equipment.
- Construct or assist in construction of substations, including steel erection, switch installation, minor foundation work, bus work installation, wiring and equipment installation.
- Perform protective relay testing following the HBPW established procedures utilizing relay test equipment.
- Install, maintain, and perform periodic inspections of power transformers to ensure reliability and maximum life, perform TTR, CT Ratio and meggar tests on new installations and prescribed maintenance intervals.
- Program, install and test IED's, network switches and all other equipment as required.
- Install, trouble shoot, and repair communications and SCADA equipment, including; NTU's, RTU's, radio antennas, PLC's, fiber optics, and WonderWare Control System.
- Install, maintain, and inspect all battery banks and chargers when necessary.
- Perform maintenance and installation of AC and DC motors, repair, or diagnose an issue.
- Responsible for safe and reliable operation of electric equipment at the service center, water treatment plant, wastewater treatment plant, booster stations, lift stations, water storage tanks, and substations.
- Must be available for standby duty and rotation and callouts, be able to report within 30 minutes, and remain on job for long hours in an emergency.

QUALIFICATIONS:

- Two-Year degree in electrical/electronic discipline or equivalent required. Five years directly related electrical maintenance and repair experience is required.
- Hold and maintain a valid Missouri CDL license or obtainment within 6 months of employment.

KNOWLEDGE/SKILLS:

- Ability to read, interpret, and relate technical drawing, specifications, system books, and maps to distribution and transmission systems.
- Ability to effectively and professionally communicate with all levels of staff and the general public both orally and in writing while maintaining professionalism and control under all circumstances.
- Demonstrate proficiency with general computer and networking operations and the Microsoft Office suite of applications and have the ability to learn and operate network analyzers, RF service monitors and related software systems.,
- Possess general knowledge of PLC based devices as well as how to program or analysis existing configurations from vendors such as Siemens, Allen Bradley, and General Electric.
- Identify and determine when deviations can lead to future problems. Ability to recognize symptoms of problems and identify possible causes of problems and generate alternative solutions.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to operate assigned equipment.
- Ability to make sound decisions in a manner consistent with the essential job functions and HBPW policies and procedures.
- Adjust readily to multiple tasks, shifting priorities, rapid change, and unexpected events; readily accept change as part of continuous improvement.

SAFETY RESPONSIBILITIES:

The Electrician is required to comply with all safety regulations of HBPW. The Electrician is a Safety sensitive position, performing safety sensitive functions that directly affect the safety and wellbeing of oneself, field workers and the public. All positions must comply with the HBPW Drug Free Workplace policy.

SAFETY REQUIREMENTS:

- Always maintain high awareness levels regarding hazards of electric, water and wastewater systems, including lockout tag-out.
- Ability to work in small spaces in awkward positions with confidence, by following confined space entry safety procedures.
- Understand and implement safety regulations and policies of the HBPW, including those in various manuals. Attendance at Safety Meetings is required, as well as the immediate reporting of accidents, incidents, violations, improper acts and defective equipment. All work shall be performed safely, with equal emphasis on the safety of the employee, fellow workers and the general public. Employees will not proceed with any assigned work function if in doubt as to the correct procedure.
- Conduct shall comply with safety rules, standard operating procedures, verbal instructions, working rules, personnel policies, the Union Memorandum of Understanding, and the Electrician program. While on duty, the interaction with the general public and other workers shall be courteous, and a positive attitude shall be displayed. Employee evaluations shall be performed, and any unsatisfactory aspects of the evaluation shall be corrected by subsequent evaluation.
- Knowledge of emergency first-aid measures.
- Shall be required to fill other lower job classifications or temporary assignments when weather conditions, utility system needs, or emergencies warrant said assignments.

PHYSICAL DEMANDS:

- The physical capabilities of the Electrician described in relation to those needed, to successfully perform the essential job functions, however, reasonable accommodations shall be made to enable persons with disabilities to perform said functions.
- The performance of the job requires the Electrician to walk, sit, talk, hear, use hands and fingers for job functions, ability to reach with hands and arms, and the ability to verbally communicate. The Electrician must have hand-eye coordination necessary to operate various tools and equipment of the trade. The Electrician shall have close vision, ability to focus, and must be able to lift at least 75 pounds. The Electrician shall be required to maintain a CDL License, be comfortable at heights, be able to work under adverse conditions including darkness, wet weather, hot weather, snow, ice, etc., and will be required to work primarily outdoors.

The duties listed above are intended only as illustrations of the various types of work that may be performed.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.