



## LAKEHAVEN WATER AND SEWER DISTRICT Job Description

<b>POSITION TITLE</b> MAINTENANCE ELECTRICIAN IV (LEVEL 14)	
<b>DEPARTMENT:</b> ENGINEERING	<b>SUPERVISOR:</b> ELECTRICAL AND CONTROL SYSTEMS MANAGER
<b>FLSA STATUS:</b> NON-EXEMPT	<b>INCUMBENTS(S):</b>
<b>SHI CODE:</b> 1501	<b>REVISION DATE:</b> 2018-06-25
<b>REPRESENTED BY:</b> IUOE	<b>REVIEW DATE:</b>

### **JOB SUMMARY:**

Performs a variety of tasks at a high skill level to maintain and install electrical equipment, MCC's, VFD's, Control Panels, and performs various electrical tasks at all District facilities. Also participates in the design/design review of electrical controls and installations for Water and Wastewater facilities.

Work is generally performed under general supervision.

### **ESSENTIAL JOB FUNCTIONS:**

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Maintains all electrical equipment for the safe operation of both equipment and personnel.
- Troubleshoots a variety of electrical, instrumentation, and PLC related problems. Assists in developing recommendations for solutions to complex issues.
- Exercises sound judgment and decisions within the scope of each assignment.
- Accountable for the design, installation, and maintenance of electrical equipment, to ensure efficient and reliable operation of all District equipment.
- Accountable for maintaining accurate records, ordering necessary material, and performing preventative maintenance and corrective repairs.
- Appropriately document tasks performed.
- Assists to ensure electrical inventories and supplies are organized and maintained.
- Reviews and oversees contractors performing electrical work for the District to ensure that the work performed adheres to the District's contract specifications.
- Assists in preparation of section budget.
- Available for on-call duty and after hour emergencies.
- May require shift, weekend and holiday work.
- Must be able to get to district boundary from residence in 30 minutes for on-call rotation.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Maintains quality standards, schedules.
- May be assigned tasks and/or job duties with other Electrical and Control System Staff positions for the purposes of cross training.
- Performs corrective repairs and preventative maintenance on instrumentation, telemetry equipment, PLCs, SCADA, control system related equipment, and general electrical equipment, as needed.

### **EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent.

- Must have an electrical "Washington State Journeyman's Certificate of Competency (01).
- Seven (7) to ten(10) years of experience in an industrial electrical environment (i.e. installing conduit, wire pulling, MCC installation, VFD's, and electrical maintenance). Preferable experience in the water and/or wastewater industry, but not required.
- Two (2) to four(4) years of experience in HVAC controls is desired but not required.
- Must obtain within one (1) year from initial employment, any required certifications or licenses applicable to the utility; i.e., First Aid Training, Certified Flagging Safety, etc.

#### **KNOWLEDGE SKILLS AND ABILITIES:**

- Ability to competently perform all assigned tasks and assists in the training of other electrical staff as required.
- Advanced skills in electrical construction practices in an industrial environment.
- Demonstrated ability to operate basic VOM digital meters, amp meters, meggers, power monitoring equipment, and electrical diagnostic equipment.
- Thorough understanding of electrical theory and understanding of the NEC and applicable electrical codes.
- Advanced troubleshooting skills to diagnose electrical problems and technical motor controls.
- Understands job procedures, rules, safety, policies and procedures.
- Competent using a basic personal computer and using windows based software to produce spreadsheets and files for maintenance reports.
- Working knowledge of computerized maintenance management software to develop work orders and keep records for assigned maintenance activities.
- Ability to competently read and understand electrical and control system drawings, read and record measurements, interpret data and prepare reports, and maintain accurate records.

#### **GENERAL REQUIREMENTS:**

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate strong written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

#### **SPECIAL REQUIREMENTS:**

- Must have valid WA State Driver's license.

#### **WORK ENVIRONMENT:**

- Work is generally performed in a plant environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.
- Work is generally performed in an industrial environment or in the field.
- Work is generally performed in an environment consisting of loud noises, biological agents, chemical hazards, and odors associated with wastewater treatment plants, water production facilities, and sewer pump stations.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places and in outside weather conditions; occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- Ability to work in or around confined space areas.
- Ability to perform manual tasks involving physical strength and endurance.
- Requires visual and hearing acuity and substantial manual dexterity.
- Ability to withstand exposure to variable weather conditions.

#### **MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:**

- Equipment utilized includes miscellaneous hand and power operated tools and equipment associated with the maintenance and repair of pump stations, water production facilities, and wastewater treatment plants. Vehicles, including small and full size pick-up trucks, forklift, personnel lift, and Boom trucks. Laboratory equipment and standard office equipment, including computers.

- Personal Protective Equipment (PPE's) shall be comprised of all PPE's associated with chemical, confined spaces, and atmospheric conditions common in the work place. Level of PPE protection will be determined by District and safety guidelines.
- Able to wear and use a respirator (tight fitting negative and positive pressure type).
- Able to wear Arc Flash PPE and utilize meters and instruments typically used by electricians and control systems technicians.

**PHYSICAL DEMANDS:**

**N:** Never (not at all)

**F:** Frequent (34%-66% of the time)

**O:** Occasional (1-33% of the time)

**C:** Constant (67%-100% of the time)

STRENGTH:  Sedentary  Light  Medium  Heavy  Very Heavy

	Frequency	Comments	
Sitting	F		
Standing	F		
Walking	F		
Driving	F		
Lifting: 50 lbs.	O		
Carrying: 50 lbs.	O		
Push/Pull: 50 lbs.	O		
Climbing Stairs/Ladders	O		
Working at Heights/Balancing	O		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	N		
Crawling	O		
Reaching	F		
Repetitive Motion	F		
Handling/Grasping	F	Pinch Grasp >80 %	Whole Hand Grasp >50 %
<i>Comments for line above:</i>			
Fine Finger Manipulation	F		
Talking	F		
Hearing	C	Indoors 100 %	Outdoors 100 %
Seeing	C		
Temperature Extreme	O		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.