

TUSCARAWAS COUNTY
 An Equal Opportunity Employer
POSITION DESCRIPTION

Office/Agency:	Tuscarawas County Commissioners	Employee Name:	
Class Title:		Position Title:	Electrician/Pump Mechanic II
Dept/Div:	Sanitary Engineer	Civil Service Status	Unclassified
Unit:	Water & Sewer	Employment Status:	
Reports To:	Sanitary Engineer/ Designee	FLSA Status:	Non-Exempt

SUMMARY DESCRIPTION:

Under direction, participates in the maintenance, troubleshooting, replacement, repair, and testing of energized equipment and circuits; installs electrical conduit systems, feeders, branch circuits, panel boards, transformers, disconnects, variable frequency drives, and other related electrical equipment and systems according to national and local electrical codes; and, examines various electrical systems and makes recommendations for new equipment, repairs, and modifications.

JOB RESPONSIBILITIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Troubleshoot and repair 110 through 480-voltage alternating current equipment.
2. Obtain measurements and readings using electrical and mechanical testing instruments, including digital multi-meters, meggers, amp meters, ohm meters, and phase rotation meters.
3. Perform a variety of other maintenance tasks, such as electrical preventative maintenance, lock-out/tag-out, disconnecting and removing motors, and responding to emergencies.
4. Coordinate maintenance work with other sections, contractors, and engineers; estimate time, materials, and equipment required for repairs; examine various electrical systems and make recommendations for new equipment, repairs, and modifications.
5. Maintain records of maintenance and repair work; prepare reports, documentation, and correspondence.
6. Perform pipe bending and installation of electrical conduit, equipment, feeders, branch circuits, motors, and lighting.
7. Draw and read electrical and mechanical schematics, blueprints, and/or diagrams.
8. Install, maintain, test, and repair plant lighting and electrical equipment.
9. Test and maintain electric motors, variable frequency drives, alarms, and control systems to ensure proper working condition.
10. Inspect electrical installations to determine maintenance requirements and procedures.

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11. Assist staff with information regarding electrical systems within the plant and off-site locations.
12. Participate in an electrical safety program.
13. Perform annual maintenance of motor control centers.
14. Perform other related duties as required.

JOB REQUIREMENTS AND QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Fundamentals of electricity and electronics as related to the installation, maintenance, and repair of electrical equipment, electronic solid state devices, circuits, wiring, and equipment in industrial stations and plants.
2. Applicable safety procedures for working on, or in proximity to, open energized conductors and equipment, including CPR, first aid, and pertinent provisions of the OSHA standards.
3. National Electrical Code and the National Electrical Safety Code.
4. Tools and protective equipment and their use for work on, in or proximity to, energized conductors and equipment up to 480 volts.
5. Tag-out/lock-out procedures.
6. Arc Flash Hazard procedures and NFPA 70E codes and regulations for electrical safety in the work place.
7. Wire pulling techniques.
8. Layout and installation of electrical equipment, panels, and devices.

Ability to:

1. Obtain measurements and readings using electrical and mechanical testing instruments.
2. Perform a variety of maintenance tasks, including preventative maintenance, lock-out/tag-out, and disconnecting and removing motors.
3. Prepare time, work, and material reports and estimate time and materials required for electrical installations and maintenance.
4. Analyze problems and develop effective solutions.
5. Read, utilize, comprehend, and apply the National Electrical Code, local codes, and other applicable procedures to electrical installations both on and offsite.
6. Perform wire-pulling techniques from manual to mechanical.
7. Operate a computer and related software.
8. Read, interpret, and draw mechanical and electrical schematics.
9. Work effectively alone and unassisted or as a member of a crew.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Education/training shall be equivalent to the completion of the twelfth grade supplemented by specialized training in the electrical trades.

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Experience:

Three years of experience as a journey-level electrician, including repair of electrical systems and equipment. Experience in electrical maintenance and repair of wastewater treatment plant equipment or other related commercial equipment is highly desirable.

ESSENTIAL FUNCTIONS OF THE POSITION:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Attends various training sessions, video conferences, and workshops as assigned.
2. Works outside of typical work schedule/business hours as required.
3. Demonstrates regular and predictable attendance.
4. Operate County vehicle(s) in a safe manner, to include towing equipment.
5. Utilization of personal protective equipment to include safety glasses, hard toe boots, hi-viz safety vests, gloves, respirator masks, fall protection, seat belt, hard hat, ear plugs or other PPE as directed.
6. Grounds maintenance, painting, power wash, clearing around hydrants, manholes, and related water and wastewater facilities and equipment.
7. Assist and support other personnel.
8. Working in streets, along roadways and other hazardous traffic areas as assigned.
9. Subject to the Tuscarawas County Personnel Manual and the Tuscarawas County Metropolitan Sewer District Safety Manual.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Possession of, or ability to obtain, an appropriate, valid driver's license.

TOOLS, EQUIPMENT, SUPPLIES, AND MATERIALS:

The following are examples of tools, equipment, supplies, and materials that may be used in this position. These are examples only and are not intended to be all inclusive.

Hand Tools; Calculator; Tape Measure; Pipe cutter; Welder; Cutting torch; Volt meter; Portable generator; Flashlights/work lights; Personal Protective Equipment (PPE); Air compressor; Pressure gauge; Cell phone/radio; Pneumatic tools; Digital camera; Basic office equipment; Utility truck and crane; Mops/brooms/cleaning supplies; First aid kit; Fire extinguisher; Chains; Metering pumps; Flow meters; Oil/grease; Ladders; Shoring; Computer & internet; Employee handbook

PHYSICALLY DEMANDING WORKING CONDITIONS:

Environment: Wastewater treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, oils, toxic chemicals, and inclement weather conditions; work with water/wastewater or in confined spaces.

Physical: Sufficient physical ability to perform moderate to heavy lifting and carrying (minimum of seventy (70) pounds); reaching with bilateral extremities into/up to/down to various heights, kneeling, crawling, climbing; standing for prolonged periods of time; alternate frequently between sitting/standing/walking throughout the workday; push/pull power equipment; climb onto stepladder and extension ladders; bend/squat/crouch/kneel.

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Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

JOB DUTIES AND WORKER CHARACTERISTICS

This is a journey-level class requiring well-rounded experience in the electrical trades. Employees perform a wide range of duties, which may include the layout, installation, maintenance, and repair of power generation and distribution equipment up to 480 volts.

HOURS

This position will typically be assigned 20 to 30 hours per week; however, hours may be increased or decreased at the discretion of the employer based upon operational needs.

Typical working schedule will be: M-F 7:30 AM to 2:00 PM

BENEFITS

The employee is not eligible for the standard benefits. The employee shall have no rights to sick leave, vacation leave, medical benefits, personal days or Holiday pay. Work related injuries shall be covered under the Ohio Bureau of Workers Compensation.

RATE OF PAY

\$23.00 per hour

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. This is a part-time position only. No promise of permanent employment or guarantee of any future full-time position will be made as a result of employment in this capacity. My (signature) below signifies that I have reviewed my position description, and that I understand its contents.

Director/Sanitary Engineer	Date	Employee	Date
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Please submit applications and resume to:

Mike Jones
Director, Tuscarawas County Water/Sewer Department
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Bolivar, OH 44612
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