



Job Title:	Utility Maintenance Electrician		
Department/Group:	Operations	FLSA Status:	Non-Exempt
Reports To:	Utility Systems Supervisor	Position Type:	Full-time
FLSA:			
Non-Exempt (employee is eligible for overtime/compensatory time in accordance with Federal Fair Labor Standards Act, State Minimum Wage Act). This position provides technical electronic, electrical, and mechanical work involving predictive, preventative, and corrective maintenance of the District's electrical systems in buildings, lift stations, booster pumps, wet wells, variable frequency drives, generators, transfer switches, and switching gear. This position serves under the direction of the Utility Systems Supervisor.			
Essential Duties and Responsibilities:			
The following statements reflect the general duties and responsibilities of this position but should not be considered an all-inclusive listing. The employee is also expected to meet the performance standards developed for this position and the District's standards. • This is a safety sensitive position. • Regular and dependable attendance is an essential function of this position. Employees must report to work as scheduled and be punctual and reliable. • Works with other District staff and District consultants, identifies and schedules maintenance to the electrical systems in lift stations, booster pump stations, variable frequency drives, generators, transfer switches, and switching gear. • Plans, coordinates, and implements upgrades to the electrical systems and controls at lift stations, booster pump stations, and other District facilities. • Works with District staff, District consultants, and vendors to plan, maintain, and upgrade the District's SCADA telemetry system. • Provides training to employees on electrical system upgrades, or changes in the SCADA Telemetry system. • Performs routine inspections of lift stations, booster pump stations, wet wells and manholes. • Prepares facility status and other electrical and vehicle reports. • Plans, maintains, and installs electrical upfitting of District equipment and vehicles. • Ensures work site safety compliance during field operations; including, but not limited to, traffic zones, confined space entry, safety equipment usage, excavation planning and execution, in equipment usage compliance with Federal and State regulations. • Responds to emergency call outs and provides after-hour support to on-call week duty staff. • Maintains accurate, updated, and appropriate information, for facilities and electrical systems. • Works on electrical services ranging from 120 Volts to 480 Volts AC. • Responsible for ordering electrical materials. • Coordinates any necessary permitting for electrical work to be done.			

• Works with staff on capital improvement projects from planning through final acceptance. • Performs other duties as assigned to meet District needs.
Work Schedule:
This position works a 40-hour workweek schedule (Monday-Friday) typically, District office hours. Occasional work outside of office hours or on weekends. Overtime may occasionally be required. A 9/80 flexible work schedule may be permitted consistent with District policy.
Travel:
Infrequent, out of District travel, training, and conferences.
Qualifications:
<u>Experience/Education:</u> • High School Diploma or GED. • Four years of experience as an electrician, preferably with experience in water and sewer systems, telemetry, or similar infrastructure. <u>Licensing Requirements:</u> • Licensed Electrician: a Washington State 01 license is preferred; a 07 license or equivalent military electrical systems maintenance experience may also qualify depending on the experience. • Must possess a valid Washington State Driver's License and an acceptable driving record. • Water Distribution Manager I required (within twelve months of hire). • Certified Work Zone Traffic Control (Flagging Card) (within twelve months). • CPR/Blood Borne Pathogens/First Aid Certification required (within twelve months). • Forklift and Aerial Lift Certification required (within twelve months). • Certificate of competent Person for Excavation, Trenching, and Shoring required (within twelve months).
Knowledge, Skills, and Abilities:
<u>Knowledge of:</u> • Knowledge of the methods, tools, and equipment used to install, test, calibrate, repair, and maintain control systems, instruments, and related components. • Knowledge of basic and advanced waterworks and sewer systems. • Knowledge of advanced electrical and wiring. • Motor control systems, including Programmable Logic Controllers, and Variable Frequency drives. • Reading and understanding prints, electrical schematics, and as built drawings. • Knowledge of applicable safety regulations, state and local electrical code and policies. • Basic SCADA and automatic control systems principles and process. • Maintaining Auxiliary power generators and automatic power transfer switches.

- Knowledge of word processing, email, spreadsheet, and database programs (i.e., Word, Excel, Outlook, and Access), and software programs necessary to perform the essential functions of this position.

Skills in:

- Effective communication techniques, both written, oral, and interpersonal skills to interact with coworkers, supervisor, contractors, developers, public agencies, and citizens, sufficient to exchange or convey information and to receive work direction.
- Operating office equipment and tools such as phones, copiers, computers, software, and databases.
- Providing training to employees.
- Ability to use safety equipment such as tripods, harnesses, and fall protection equipment.
- Working without continuous direct supervision.

Ability to:

- Read and understand electrical schematics, drawings, and plans.
- Adhere to District policies and procedures.
- Follow oral and written direction.
- Work well with others, be flexible in job assignments, and be able to respond to emergency conditions as directed.
- Handle customers and the public in a courteous and professional manner.

Work Environment:

Environment: Duties are primarily performed in the field where the employee may be exposed to adverse weather conditions, occasional night work, loud noises and hazards from automobile traffic, heavy equipment, and construction sites. High paced workload and frequent disturbances to workflow are to be expected.

Physical Work: This position typically requires the ability to operate a motor vehicle on a daily basis. Ability to safely traverse uneven ground and around obstacles on project sites. Ability to climb ladders, crouch to open valve boxes and meter boxes. Ability to lift items out of a truck or van, occasionally above shoulder level.

Requires finger dexterity to operate a computer, use a pry bar or swing a small sledgehammer. Exerting up to 100 pounds of force occasionally to lift and slide manhole lids off castings, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and see and distinguish primary utility marking colors (Green/Red/Blue/Black/Yellow).

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

Tobacco Free: The Silver Lake Water and Sewer District is a tobacco and nicotine free environment within District-owned facilities, vehicles, and equipment. The District's policy is to hire only non-smokers, non-vapor users, and non-chewing tobacco users.

Drug Screening: All candidates who receive an offer of employment for a safety sensitive position

will be required to undergo testing for commonly abused controlled substances in accordance with the District's policy.

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.