

# Job Description

**Position Title:** Electrician

**Reports To:** Maintenance Supervisor

## Position Summary

At the direction of the Maintenance Supervisor, the Electrician is responsible for/to: The installation, inspection, repair, servicing and maintenance of electrical equipment, appliances, machinery, systems and circuits; Inspect current systems to ensure proper operation; Identify and develop corrective action plans to solve problems; Diagnose and repair malfunctioning systems/equipment; Assist in the planning and implementation of ongoing repair and replacement programs for electrical systems and equipment; Review plans/schematics and maintain records for current and future equipment; Oversee and assist department supervisors in the preparation and submission of budget requests for their areas of responsibility; Meet with the Maintenance Supervisor to engage in planning regarding current and future electrical needs to ensure that the Authority may continue to meet the community's needs.

## Basic Requirements

1. Education
  - a. Required-High School Diploma or the equivalent.
  - b. Required-Completion of approved apprenticeship program or successful completion of an electricians, electrical contractor or similar program from an accredited trade/technical school.
  - c. A bachelor's degree in electrical engineering and at least two years hands-on experience may be substituted for completion of an apprentice program.
2. Licensure
  - a. Required-A valid electrical contractor's license issued by the New Jersey State Board of Examiners of Electrical Contractors.
  - b. Required-Valid New Jersey passenger driver's license.

## Qualifications and Responsibilities

1. Seek out, collect and analyze any and all information needed to make sound decisions in support of the Authority's mission.
2. Identify and resolve problems using all available resources.
3. Effectively communicate information, concerns, observations, hazards, needs and any other information critical to the proper maintenance and operation of the Authority's electrical systems.
4. Assemble, install, test and maintain electrical or electronic wiring, equipment, appliances, apparatus and fixtures using hand tools and power tools.
5. Maintain a current, State of New Jersey, electrician's license.
6. Diagnose malfunctioning systems, apparatus and components using test equipment and hand tools to locate the cause of the breakdown and correct the problem.

7. Plan the layout and installation of wiring, equipment and fixtures based on job specifications and applicable codes.
8. Direct and train co-workers to maintain, install, repair or operate electrical equipment and systems.
9. Comply with all established Authority operational procedures as well as personnel policies.
10. Provide input on the Authority's electrical needs to assist the Maintenance Supervisor in the preparation of the Authority's annual budget; assist in forecasting future budget needs.
11. Obtain membership and participate in professional organizations as needed.
12. Ensure that all of the Authority's electrical systems, equipment, motors, pumps etc. are operating effectively, in a manner within acceptable industry standards so that there is minimal disruption to the delivery of clean potable water and proper collection and treatment of wastewater.
13. Ability to read electrical plans or blue prints.
14. Knowledge of the National Electrical Code as well as all applicable State, Federal, County and local laws, rules and regulations related to the installation, maintenance, service and/or operation of electrical equipment, components, systems and supplies.
15. Proven track record of success as a licensed electrical contractor in either a private or public setting.
16. Proven track record of dependability, attention to detail, integrity, initiative, self-control, adaptability and persistence.
17. Ability to work as a team.
18. Must possess strong organizational skills.
19. Ability to properly gather and analyze data to make sound decisions and solve organizational problems.
20. Ability to monitor and inspect the Authority's electrical systems, equipment and service and effectively communicate any hazards, concerns and maintenance needs to the appropriate supervisor.
21. Ability to diagnose malfunctions and restore service with minimal disruption to operations.
22. Ability to communicate with supervisors and co-workers.
23. Ability to communicate with persons outside of the organization including customers, vendors, Federal and State regulatory agencies and the Township's inspectors in a professional manner.
24. Ability to work effectively with the Authority and Township professionals including, but not limited to, Director of Community Development, Township Manager, public safety officials, engineers, general counsel, auditors and vendors.
25. Ability to keep accurate records, prepare and analyze comprehensive reports, prepare memos and other written correspondences.

## **Knowledge, Skills and Abilities**

Knowledge of: The problems, equipment and techniques involved in the installation, inspection, repair, maintenance of various electrical equipment and systems including but not limited to motors, pumps, switches, services, panels, wiring and cables; Requirements of the National Electrical Code and any and all other applicable codes; knowledge of machines and tools used in the installation and repair of electrical systems and components.

Skills in: Sound judgment and decision making; Coordination of work; Time management; Problem identification and problem solving; Installation of equipment, machines, wirings, pumps, switches per specifications; Equipment selection; Troubleshooting; Critical thinking; Equipment maintenance.

Ability to: Multi-task various operations and projects occurring simultaneously; Read and interpret plans, specifications and diagrams; Analyze problems involving electrical installation, inspection, maintenance and repair work; Install, inspect, repair and maintain cables, wiring, motors, generators, pumps and other types of electrical equipment under varying circumstances and conditions; Keep records of work performed, materials used and time spent; Observe and conform to safety precautions; Monitor employee performance and take corrective action when necessary; Train, supervise and evaluate performance of subordinates; Plan and oversee projects and/or assignments as directed to ensure completion in a timely manner and within the allocated budget; Communicate effectively with supervisors, co-workers, vendors and others as necessary; Learn new techniques and processes; Instruct employees in safe operation of equipment.

## **Essential Functions of the Position**

The essential functions of the Electrician include but are not limited to:

1. Exert force to move objects as follows:
  - a. Exert 25 to 50 pounds of force occasionally;
  - b. Exert 10 to 25 pounds of force frequently or greater than negligible;
  - c. Exert up to 10 pounds of force frequently.
2. Possess fine dexterity to operate various Authority equipment.
3. The ability to discern colors.
4. The ability to work with and detect odors.
5. Climb ladders and stairs.
6. Work in confined spaces.
7. Utilize personal protective equipment.
8. Ability to gather and process information in order to solve problems and make sound decisions.
9. Ability to use office equipment including but not limited to keyboards, computers and software including but not limited to Microsoft Office, Outlook and other Authority software.
10. Respond to remote facilities and perform field inspections and manage subordinates.

11. The ability to read, write, speak and understand the English language sufficiently to perform the functions of the position.
12. Must have the ability to read technical and repair manuals, plans, blueprints, technical specifications and other documentation related to the Authority's equipment and facilities.
13. Ability to effectively give orders, direction and instruction to co-workers.
14. Ability to participate in an evaluation process and receive and respond to both positive and negative feedback as needed.
15. Ability to communicate with the Authority's Administration and supervisors as needed in a professional and effective manner.
16. Ability to legally operate all of the Authority's vehicles and equipment on the public roadways.
17. Must demonstrate the ability to be self-motivated and possess the ability to work effectively with little or no direct supervision.
18. Must be able to report for work, on time, physically fit in a predictable and reliable manner.
19. Must be able to work extended hours and overtime as needed. Must be able to work any shift as needed to complete the Authority's mission.
20. Aptitude to attend training on and learn new processes and equipment as needed.
21. Self-control and tact necessary to respond to co-workers, subordinates and customer inquiries or complaints both verbally and in writing within a prompt time frame.
22. Demonstrate the following physical abilities:
  - a. Arm-hand steadiness;
  - b. Finger dexterity
  - c. Near vision;
  - d. Color vision;
  - e. Near vision;
  - f. Trunk strength;
  - g. Flexibility;
  - h. Stamina;
  - i. Balance;
  - j. Manual dexterity;
  - k. Ability to use all required personal protective equipment;

## Working Conditions

1. Ability to work any assigned shift including nights, weekends and holidays;
2. Ability to work in an office or field environment including the ability to work for extended periods of time sitting, standing, attending meetings/conferences and public speaking.
3. Ability to engage in public speaking.
4. Exposure to the following environmental conditions:
  - a. Wet;
  - b. Heat;
  - c. Cold;
  - d. Heavy dust and pollen;
  - e. Bright sunlight/glare;
  - f. Noxious odors;
  - g. Snow;
  - h. Ice;
  - i. Dirt;
  - j. Dust;
  - k. Noise-Ability to utilize hearing protection and occasionally shout to be heard above the ambient noise level;
  - l. Vibration;
  - m. Bio-hazards;
  - n. Raw sewage;
  - o. Contact with various chemical substances;
5. Occasional exposure to hazardous working conditions including:
  - a. Moving machinery;
  - b. Confined spaces;
  - c. High voltage with the potential for arc flash;
  - d. Working in places with potential for fall related impacts;
6. Continuous work that cannot be easily or economically interrupted for breaks except at regularly scheduled intervals or at the completion of an assignment.
7. Work at various heights ranging from trenches and excavations below grade up to and including working from ladders, scaffolds, roofs, platforms and/or towers at heights up to 100 feet.
8. Ability to work in both bright light or diminished lighting or darkness.
9. Ability to work in confined spaces.
10. Use of personal protective equipment appropriate to the current assignment.