



CITY OF RICHLAND

CLASSIFICATION TITLE: ELECTRICIAN I	JOB #: 2026	AFFILIATION: Affiliated (IBEW)
REPORTS TO: MAINTENANCE AND OPERATIONS SUPERVISOR	PAY GRADE: N/A	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of the Maintenance and Operations Supervisor, performs maintenance, repair and installation of electrical branch circuits; performs installation, testing and calibration of process control instrumentation and motor control and VFD systems, SCADA/telemetry system equipment; performs maintenance and repair of MCC equipment and switchgear. Subject to 24-hour callout for emergency situations.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs maintenance, repair and installation of electrical branch circuits.
- Maintains and tests MCC and switchgear apparatus.
- Installs and troubleshoots electrical circuits and equipment.
- Installs, tests, repairs and calibrates process control instrumentation, motor control, VFD and SCADA/telemetry system equipment.
- Works from bucket trucks, lifts and ladders to perform assigned tasks.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.

- National Electric Code.
- Basic conduit bending and installation.
- The proper use of appropriate test/calibration equipment.
- Test/calibration procedures and standards.
- Applicable health and safety policy, procedures and practices.

Skills and Abilities to:

- Learn, read, interpret and apply and explain rules, regulations, policies and procedures.
- Occupational and safety precautions of the trade and implement adequate safety precautions against hazards.
- Install, test, repair and maintain electrical circuits and equipment from the metering sources to and including the final branch circuit device.
- Troubleshoot and analyze electrical circuits with appropriate electrical testing instruments.
- Troubleshoot basic motor control circuitry.
- Work at extended heights from lifts, ladders, buckets and aerial platforms.
- Follow oral and written instructions.
- Follow health and safety regulations.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent;
- Three (3) years of experience in related field.
- Or an equivalent combination of education and experience that would provide the necessary knowledge, skills, and abilities to successfully perform the essential functions of the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid Washington State driver's license upon hire date.
- Successful completion of one of the following:
 - Washington State Journey Electrician License.
 - Instrumentation and Controls Associate Degree or Apprenticeship and pass the IS CET Associate Level Exam within six (6) months of hire.

WORKING CONDITIONS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically performed in the field, which requires travel daily from site to site and checking on construction.
- Position involves working outdoors on a year round basis and is subject to extreme weather conditions.
- The position requires work in construction sites, which may be dirty and strewn with construction debris.
- The noise level in the work environment is usually moderate to loud.
- May be exposed to moving mechanical parts and vehicles within a construction site.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:



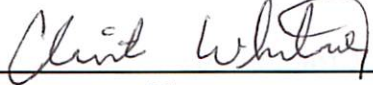
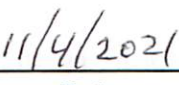

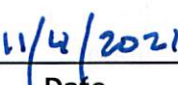
- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, such as attics and crawl spaces as well as the ability to climb ladders and stairs, ride on platform hoists.
- Ability to negotiate uneven terrain.
- Ability to lift, push, pull and carry materials and objects weighing up to 50 lbs. on occasion using proper lifting techniques.
- Manual dexterity of hands and fingers to include, repetitive keyboarding, grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person and over the telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: (For Archive)

	
Human Resources Manager	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date