



## CITY OF RICHLAND

<b>CLASSIFICATION TITLE:</b> ELECTRICIAN LEAD	<b>JOB #:</b> 2030	<b>AFFILIATION:</b> Affiliated (IBEW)
<b>REPORTS TO:</b> MAINTENANCE AND OPERATIONS SUPERVISOR OR DESIGNEE	<b>PAY GRADE:</b> N/A	<b>FLSA STATUS:</b> Non-Exempt

### **GENERAL SUMMARY:**

Under the direction of the Maintenance and Operations Supervisor or designee, directs journey and/or apprentice electricians in the installation; performs maintenance and repair of electrical equipment and systems; organizes, plans and manages projects as assigned. 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.*

- Compiles and maintains files and records relating to routine and special electrical programs.
- Organizes, plans and manages projects to include organizing the crew for daily duties.
- Schedules, directs, reviews and participates in the performance of the work activities of assigned personnel in the performance of their duties.
- Assists in advising and directing subordinates in the installation, maintenance, testing and repairing of electrical systems.
- Performs all functions of the Electrician III.
- 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.
- Laws, regulations, codes, procedures and policies applicable to assigned tasks.
- Electrical theory, systems and equipment.
- Instrumentation and control systems.
- Applicable health and safety policy, procedures and practices.

**Skills and Abilities to:**

- Learn, read, interpret and apply and explain rules, regulations, policies and procedures.
- Assists with the training and evaluation of performance of assigned staff.
- Master skills with PLC's.
- Master the understanding and application of NEC.
- 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 activities.
- Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

**EDUCATION & EXPERIENCE REQUIREMENTS:**

- High school diploma or equivalent.
- Three (3) years of experience working as an Electrician III with demonstrated proficiency for all requirements of the position.
- 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.
- Completed Washington State Department of Labor and Industries requirements for, and possess a current Journey Electrician License.

**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.
- The position involves work 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.
- May work above or below the ground.
- The noise level in the work environment is usually quiet to moderate, depending on whether in the office and/or on a construction site.
- 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.

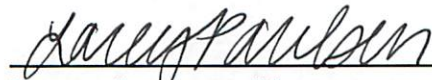
**Physical Demands:**

- 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, or ride on platform hoists.
- Walk through construction sites at all stages of completion, and negotiate uneven terrain.
- Ability to lift, push, carry and pull 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.
- Ability to hear and speak to communicate in person, before groups, and over the telephone.
- Good vision to read print and a computer screen.

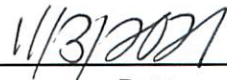
**SELECTION GUIDELINES:**

*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.*

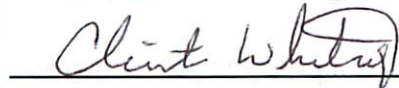
*The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.*

**AUTHORIZATIONS: (For Archive)**

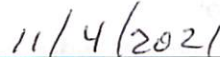
Human Resources Manager



Date



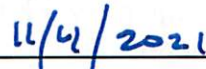
Department Director



Date



City Manager or Authorized Designee



Date