

POSITION DESCRIPTION
CITY OF MUNCIE, INDIANA
SANITARY DISTRICT

POSITION: Electrician - \$24.51/hr.
DEPARTMENT: Water Pollution Control Facility
WORK SCHEDULE: 7:00 a.m. - 3:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: April 2010

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Muncie Sanitary District provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Electrician for the City of Muncie Sanitary District Water Pollution Control Facility, responsible for performing electrical maintenance on various equipment and/or lift stations.

DUTIES:

Performs skilled electrical maintenance on various equipment and/or lift stations, including major and minor repairs, and services all systems, maintaining compliance per manufacturer's specifications.

Troubleshoots and repairs electrical control systems, such as 110, 208, 220 and 440 volt systems.

Assists Maintenance Manager in determining equipment needs and purchases as needed.

Conducts inspections and responds to emergency services as needed, including utilizing lockout/tagout while working on machinery.

Works with Treatment Plant Contractor when electric control systems are installed to maintain and/or repair systems upon completion.

Operates various hand and/or power tools in performance of duties, including, but not limited to, hammer, screw drivers, wrenches, ratchet, and files.

Operates various machinery and/or equipment in performance of duties, including, but not limited to, pallet jack, fork lift, man lift, overhead crane, grinder, drill press, rigid threader, electrical meters, and laptop computer.

Responds to emergencies on 24-hour basis.

Performs related duties as assigned.

I. **SKILLED AND KNOWLEDGE:**

High school diploma or GED and prior electrical experience in installation, repair, and maintenance. Trade school or apprenticeship program preferred. **Possession of required electrician certification. Experience in PLC programs, logic and wiring, including, but not limited to Allen Bradley PLC hardware & software.**

Experience with Variable Frequency Drives (VFD's) including, but not limited to Allen Bradley drives and hardware.

Must be at least 18 years of age.

Working knowledge of and ability to make practical application of Department policies and procedures and safety techniques and skills.

Knowledge of mechanics of equipment used by the Department, and ability to apply such knowledge to a variety of interrelated processes, tasks, and skills.

Knowledge of Standard English grammar, spelling and punctuation, and ability to read and interpret detailed prints, sketches, layouts, and specifications.

Ability to properly operate various hand and/or power tools in performance of duties, including, but not limited to, hammer, screw drivers, wrenches, ratchet, and files.

Ability to properly operate various machinery and/or equipment in performance of duties, including, but not limited to, pallet jack, fork lift, manlift, overhead crane, grinder, drill press, rigid threader, electrical meters, and laptop computer.

Ability to physically perform assigned duties, involving sitting/walking at will, standing/walking for long periods, working in extreme temperatures, walking on uneven terrain, lifting/carrying objects weighting more than 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, and handling/grasping/fingering objects.

Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to apply knowledge of people and/or locations, plan and layout assigned work projects, and perform arithmetic calculations.

Ability to occasionally work extended, weekend, and/or evening hours and occasionally travel out of town for continued education/training, but not overnight.

Ability to serve on call and respond to emergencies on 24-hour basis from off-duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

U. RESPONSIBILITY:

Incumbent performs specific duties according to supervisor with work priorities primarily determined by electrical emergencies. Assignments and objectives are set jointly by incumbent and immediate supervisor by following standard operating procedures or policy and procedural manuals. Care and skill is required to protect equipment and incumbent may respond to situation involving potential physical harm to self and others. Periodically, decisions are made in the absence of specific policies, and/or guidance from supervisor.

Incumbent reports directly to Maintenance Supervisor.

III. PHYSICAL EFFORT:

Incumbent's duties often require moderate physical exertion, involving sitting/walking at will, sitting/standing/walking for long periods, lifting carrying object weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, driving, close/far vision, color/depth perception, handling/grasping objects, and hearing sounds/communication.

IV. WORKING CONDITIONS:

Incumbent performs duties on electrical equipment throughout the WPCF, including walking on uneven terrain, working in extreme temperatures, and near chemicals, fumes, odors, dust, and dirt, in a noisy environment, high places, and in confined areas. Safety precautions must be utilized and incumbent must wear protective clothing or equipment. Incumbent occasionally works extended, weekend, and/or evening hours and occasionally travels out of town for continued education/training, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Electrician for the Water Pollution Control Facility describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outline?

YES NO

Applicant/Employee Signature

Date

Print or Type Name