

TITLE: Licensed Electrician

FLSA Status: Non-Exempt

Employment Status: Regular Full Time

SUMMARY

This position works with and under the direction of the Facilities Supervisor. The Electrician installs, troubleshoots and repairs various equipment on and off property position.

RESPONSIBILITIES

- Performs preventive and corrective maintenance and other related assigned tasks on all electric and electronic equipment installed throughout the wastewater treatment plant and collection system.
- Cleans and lubricates electrical switchboards, control panels and motors.
- Tests and troubleshoots electric generating systems, distribution systems, process control and metering systems.
- Install, troubleshoot and repair different types of motor controllers utilizing level, pressure and other control inputs.
- Install, troubleshoot and repair electronic variable speed drives, emergency generating equipment, transfer switches, programmable controllers, and other related equipment.
- Calibrates all meters.
- Assists in maintaining maintenance records.
- Install conduit (E.M.T., rigid, PVC coated, and PVC) in various sizes in a neat workmanlike manner. Install various bends and offsets with manual and hydraulic bender.
- Work safely from step ladders, high extension ladders, and scaffolding, both overhead and in below grade areas.
- Inventory stock of all departmental parts and supplies; submit clear lists to supervisor for replenishment.
- Perform all electrical work in accordance with the requirements of the National Electrical Code.
- Comply with all provisions and requirements of the lockout/tag-out safety program prior to working on any moving, rotating, or energized electrical equipment.
- Maintains possession of a cellular telephone.
- Accepts emergency calls from plant personnel and pump stations and responds as appropriate.
- Performs all other duties as assigned or directed.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- HS diploma or GED.
- Plus 2 years related trade or technical school or equivalent training and experience.
- State of New Jersey Electrical Contractor's license.

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES

- Minimum 4 years' experience in the electrical maintenance trade with a proven work record of experience on equipment similar to the equipment found at this facility.
- Valid driver's license in good standing
- Qualified to work on electrical motors and control equipment operated at both low and high voltages.
- Ability to read and interpret electrical drawings and schematics, and a working knowledge of electronics.
- Ability to work overtime as required, respond to trouble calls day or night, weekends or holidays, on short notice.
- Report to work during weather related conditions and emergencies.
- Forklift truck operation experience.
- Ability to work independently without supervision
- Exceptional communication skills.
- Proficient and have a working knowledge of Microsoft Office Suite (Excel, Word and Outlook), Electrical Maintenance Systems and software, Accounting Systems, and other related applications.

PREFERRED QUALIFICATIONS

- NJDEP Wastewater Treatment License highly desirable
- NJDEP Wastewater Collection License highly desirable

PHYSICAL REQUIREMENTS

The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer’s expectations for the job title. While performing the functions of this job the employee:

Must be able to qualify for respirator use. Constantly operates all equipment and/or machinery associated with this job. Constantly moves about to inspect the grounds, buildings, property and/or equipment. Frequently traverses in and out of truck. Frequently remains in a stationary position while in the truck. Frequently moves and transports supplies, materials, equipment and/or mechanical components up to 49lbs. Frequently moves and positions self for extended periods to work in tight, close, high and low workspaces. Frequently operates hand, power, and other mechanical or maintenance tools and equipment. Frequently ascends/descends ladders. Frequently operates computer devices and/or business productivity machinery. Frequently communicates, converses and exchanges information with customers, the public and other employees in person, electronically and/or via telephone. Must be able to operate test instruments and tools requiring manual dexterity and good visual acuity. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, load noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Constantly works safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Constantly works in all outdoor weather conditions.

Job Description Acknowledgement

Employee (Print Name):	Employee’s Signature:	Date:
Supervisor (Print Name):	Supervisor’s Signature:	Date: