

**CENTERVILLE CITY  
JOB DESCRIPTION**

<b>Title:</b>	<b>Water Division Electrician</b>	<b>Code:</b>	<b>624</b>
<b>Division:</b>	<b>Water</b>	<b>Effective Date:</b>	<b>11/15/16</b>
<b>Department:</b>	<b>Public Works</b>	<b>Last Revised:</b>	<b>11/15/16</b>

**GENERAL PURPOSE**

Provides journey level specialized support in all areas electrical including wiring, diagnosis, repair, energy monitoring, installations, etc. primarily for the Water Department and secondarily for general city operations.

**SUPERVISION RECEIVED**

Reports to the Public Works Director and Water Supervisor/Deputy Public Works Director.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL FUNCTIONS**

Assemble, install, test and maintain electrical or electronic wiring, equipment, and apparatus including pumps, electric panels and the SCADA system.

Troubleshoot malfunctioning instrumentation, pumps, motors, process control systems, motor controls, electrical power distribution systems, electrical switch gears, security equipment, remote radio telemetry systems, and solar panels to locate the cause of breakdowns, offer solutions and make the necessary corrections.

Connect wires to circuit breakers, transformers or other components.

Test electrical systems and continuity of circuits in electrical wiring and equipment to ensure compatibility, safety of systems and power quality.

Read and prepare sketches, schematics or follow blueprints to determine the location of wiring and equipment using computer assisted drawing tools.

Manage the City's energy savings program. Make recommendations on energy savings.

Work with contractors to program, update and make changes to the SCADA system.

Collect and compile statistics related to water systems.

Manage temporary power and power equipment in an outage and restore permanent power.

Provide assistance during emergencies by operating floodlights, generators and other equipment.

Attends technical and organizational training sessions.

Helps when needed with the repair of water leaks and snow removal.

Helps repair and rebuild pressure reducing and automatic valves.

Other duties as assigned by supervisor.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

A. Associates degree from accredited college or technical school in Electronics Technology or Automation & Instrumentation, or a closely related field.

**AND**

B. Two (2) years of job-related experience preferably within a public works setting.

**OR**

C. An equivalent combination of education and experience.

**2. Knowledge, Skills, and Abilities:**

Knowledge of and ability to operate electronic equipment such as chart recorders, transmitters, digital meters, test instruments, calibrators, analog signal generators, telemetry radios, oscilloscopes, Proportional Integral Derivative (PID) loop controllers, PLCs, ultrasonic flow meters, function generators, pressure calibrators, particle counters, pH analyzers, amp meters, chlorine analyzers, motor controllers, turbidimeters, and microprocessor based handheld configurators.

Ability to use personal computer along with software such as e-mail, appointment scheduling, word processing, spreadsheets, databases, Microwave Data System (MDS) radio maintenance software, and Programmable Logic Controllers (PLC) or Remote Multiple Channel Analyzer (RMCA) particle counting software and GBA maintenance management software. Must have basic keyboarding ability.

Ability to work with computer hardware such as a hard drive, computer card, network card.

Knowledge of and ability to operate equipment such as forklifts, manlift, hoists, trencher, conduit threader, conduit bender, band saw, sandblaster, drill press, various hand and power tools.

Must have basic mathematic skills.

Knowledge of the water treatment and distribution process and a working understanding of engineering terminology.

Ability to learn how to repair hydraulic systems, pressure reducing and automatic valves.

Ability to apply common sense, collect data and conduct analysis as required to solve problems. Such work might include, troubleshooting instrumentation, controls, and electrical problems, calculating materials need to perform installation of a new device, building control panels from schematics and layouts.

**3. Work Environment:**

Tasks require variety of physical activities, generally involving muscular strain,

related to walking, standing, stooping, sitting, reaching. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of job performance.