



City of Tempe

FACILITY ELECTRICIAN

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	168	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$24.018750
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$32.425000
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Parks Facilities Maintenance Electrician
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Skilled Craft

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
 Receives general supervision from the Facility Maintenance Supervisor or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of increasingly responsible experience as a skilled electrician.
<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by completion of an electrical apprenticeship directly related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of, or required to obtain, a Plant Maintenance Electrician Certification. ● Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform skilled electrical work in the installation, alteration, maintenance, calibration and repair of electronics, electrical and energy management equipment and systems; and to maintain and update the City's energy conservation program.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Provide expertise in the electrical field to assist maintenance staff.
- Plan layout, wire and install energy efficient equipment, electrical fixtures and control equipment; modify or plan new installations to minimize waste of energy and materials.
- Install, alter, maintain and repair electrical wiring systems and equipment including air conditioning systems, pumps, exhaust fans, coolers and appliances motors.
- Inspect fuses, buss bars, thermocouples and electrical contacts for loose connections or soldering problems.
- Repair relays, heavy duty fuses, high current heaters, sprinkler controls, heating and ventilation circuits, photo and electric eyes, time clocks and transformers.
- Locate, dig-up and repair underground electrical faults; measure, cut, bend, thread, assemble and install conduit for underground feeders.
- Receive and prioritize City-wide electrical work requests and malfunction emergencies; schedule repairs and preventative maintenance.
- Design and install computerized switches and controllers for energy management systems; select City facilities and recreational areas for lighting system upgrades; install energy-efficient lighting and maintain lighting facilities for park grounds, basketball and tennis courts, soccer and baseball fields; provide and monitor lighting for buildings and offices.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for lighting conversion projects and electrical upgrade work; monitor and control expenditures.
- Develop energy management strategies for City parks and facilities; monitor electrical consumption; recommend and implement energy saving systems and procedures.
- Operate and maintain a variety of test meters and instruments.
- Locate underground electrical lines for other City staff, as well as outside contractors, as required.
- Order, install and test new equipment.
- Maintain related records and files.
- Participate in rotating paid standby schedule for weekends and holidays.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects, up to 100 lbs.;

- Move heavy objects with forklift, dolly, etc.
- Operate city vehicles (i.e. service van);
- Use power tools (i.e. roto hammer, drill);
- Use tools (i.e. hammers, wrenches, shovels, meters, saws, torque wrenches, and locators);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Traverse long distances during workday with or without an accommodation;
- Other physical labor essential to the classification;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operations, etc.;
- Exposure to blood and airborne pathogens; bodily fluids, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time;
- Operate city equipment (i.e. bucket truck, ariel lift, and forklift).

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revise October 2005

Revised December 2016 (added physical/mental activities)