



# City of Tempe

## PARKS FACILITY MAINTENANCE ELECTRICIAN

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	555	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Community 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 Facility Maintenance Electrician
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Skilled Craft

### DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives general supervision from higher level supervisory or management staff.
Exercises functional and technical direction over lower level and/or contract staff and volunteers.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two years of journeyman experience in the electrical trade. Journeyman is defined as the ability to perform the full range of duties unassisted. Experience in one or more additional building or construction trades is preferred.
<i>Education:</i>	Completion of an apprentice program, trade school program or licensure/certification related to the electrical trade.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Must possess and maintain a valid driver's license.</li> <li>● May be required to obtain a Department of Transportation Medical Certification within 6 months of hire.</li> </ul>

### 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 a variety of semi-skilled and skilled work in the maintenance, repair, alteration and construction of parks assets including facilities, equipment and fixtures.

## 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.
- Inspect, maintain and repair City park facilities, equipment and buildings by performing a variety of skilled trades work.
- Provide expertise in the electrical trade to assist other parks maintenance staff.
- Operate and maintain a variety of mechanical tools and equipment such as power saws, drills, grinders, electric generators, test meters, and instruments.
- Receive and prioritize park wide electrical work requests and malfunction emergencies; schedule repairs and preventative maintenance.
- Install, maintain, troubleshoot, repair and replace electrical wiring, systems, equipment and fixtures.
- Repair or replace relays, heavy duty fuses, time clocks and controllers, transformers, junction boxes, power pedestals, and all other devices related to Parks electrical systems.
- Inspect fuses, buss bars, thermocouples and electrical contacts for loose connections.
- Locate, dig-up and repair underground electrical faults.
- Measure, cut, thread and install electric conduits.
- Operate specialized heavy equipment such as aerial lift and backhoe.
- Read and interpret sketches, diagrams, drawings and blueprints.
- Locate utilities and respond to Arizona Blue Stake requests.
- Maintain and calibrate accurate test instruments.
- Prepare installation and repair cost estimates.
- Coordinate, oversee and inspect work of contractors to ensure quality and compliance with terms of contract.
- Coordinate with utility companies.
- Assist in coordinating park facility maintenance activities with other City departments, divisions, and sections and with outside agencies.
- Initiate or assist with procurement of materials, supplies and equipment; reconcile procurement card monthly invoice for payment processing.
- Utilize computerized work order and asset management software to document repairs, preventative maintenance, and assets.
- Develop energy management strategies for city parks and facilities; monitor electrical consumption; recommend and implement energy savings systems and procedures.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects up to 90 lbs.;
- Move heavy object with forklift, dolly, etc.;
- Operate city vehicles;
- Operate city equipment;
- Use power tools;
- Use tools;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces (i.e. parks, desert areas, parking lots, plazas, planters, golf courses, sidewalks, and medians);
- Work in a stationary position for considerable periods of time (i.e. sitting at a desk working on computer or completing paperwork);
- Operate 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 electric shock, falls, noise, equipment operation, 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;
- Other physical attributes essential to the classification (i.e. attend meetings);
- May be required to respond to after-hours emergencies.

## 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](#)

<b>JOB DESCRIPTION HISTORY</b>
<i>Effective March 2017</i>
<i>Revised March 2019 (PW Reorg – moved to Community Services Department)</i>