



## City of Lake Oswego, Oregon

### Job Description

## ELECTRICIAN

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 177**

**Job Code: 4055**

### Class Summary

Under limited supervision, performs skilled electrical and electronic maintenance and repair work. Positions in this classification may also be required to perform the duties of a Utility Worker classification as required. This position may be assigned to one of two focus areas, Operations or Facilities.

*Operations focus:* performs skilled electrical and electronic maintenance and repair work on 110 and 220 voltage electrical systems and up to 480 volts. Electrical repair work includes the repair and maintenance of street lighting and traffic signal components, installation of residential, commercial and industrial electrical circuits and repair of electrical pumping mechanisms and controls.

*Facilities focus:* performs skilled electrical and electronic maintenance and repair work on buildings including lighting, circuitry, HVAC units, fire alarm systems etc. Assignments may also include non-electrical, light maintenance work.

### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

*Operations focus:*

1. Installation of LED fixtures, mast arms, photocells and J boxes.
2. Orders and maintains inventory of all replacement parts for streetlights.
3. Maintain existing streetlights and repair associated wiring. Coordinate repairs with PGE on poles and lights requiring their assistance.
4. Reads and interprets electrical and electronic schematics and test equipment.
5. Operates a variety of hand powered and hydraulic tools to perform work including aerial bucket and crane trucks.
6. Tests and repairs closed-circuit television systems, including camera and monitor units.
7. Repairs and installs electrical circuits in conformance with State Fire and Electrical Codes.
8. Performs limited carpentry work.
9. Prepares electrical and carpentry repair cost estimates.
10. Performs other duties of a similar nature or level.

### *Facilities focus:*

1. General Electrical building maintenance.
2. Repair and install electrical circuits in conformance with State Fire and Electrical Codes.
3. Perform limited carpentry work.
4. Prepare electrical and carpentry repair cost estimates and bids in a professional manner.
5. Research and order electrical fixtures.
6. Assist in troubleshooting problems such as generator issues, electrical, and lighting failures.
7. Monitor and update computerized work order system on a daily basis.
8. Responds to calls to work during emergencies
9. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Project management.
- Facilities service software and general business applications.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Understand and follow oral and written instructions.
- Understand and interpret electrical and electronic sketches, diagrams and plans.
- Use of electrical testing equipment.
- Maintains written work records and prepares reports
- Diagnose causes of electrical failure.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must have experience working with 480 volt or less electrical systems.

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Must possess a valid Oregon Journeyman's license.

This position works primarily during routine daytime hours. However, responses to emergencies or construction schedules will require some nighttime, weekend, and holiday work activity. Duties will involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads. Frequent travel between facilities involves the hazards normally associated with vehicular travel, particularly during inclement weather.

## **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**