



## City of Lake Oswego, Oregon

### Job Description

#### LEAD ELECTRICIAN

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 536**

**Job Code: 4056**

#### Class Summary

Performs skilled electrical and electronic maintenance and repair work. This position may be assigned to one of two focus areas, Operations or Facilities.

*Operations focus:* performs skilled electrical and electronic maintenance and repair on electrical systems at 600 volts or less. Electrical repair work includes the repair and maintenance of street lights, traffic signal components, installation of household electrical circuits and repair of electrical pumping mechanisms and controls.

*Facilities focus:* performs skilled electrical and electronic maintenance and repair work on buildings including their lighting, circuitry, HVAC units, 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. Aided by the use of electronic metering and testing equipment, routinely inspects street lights and traffic control computers and makes repairs as needed.
2. Orders and maintains an inventory of all replacement parts for street lights, traffic controllers.
3. Reads and interprets electrical and electronic schematics and test equipment.
4. Tests and repairs closed-circuit television systems, including camera and monitor units.
5. Repairs and installs electrical circuits in conformance with State Fire and Electrical Codes.
6. Performs limited carpentry work.
7. Prepares electrical and carpentry repair cost estimates.
8. 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. 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 radio and electrical testing equipment.
- 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 a valid Oregon Journeyman's license. Must have experience working with 600 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 General Supervising Electrician license and be eligible to be designated by the City as a signing supervisor electrician.

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 occasionally 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**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*