

**COOPER CITY, FLORIDA  
CLASS DESCRIPTION**

**CLASSIFICATION TITLE:** ~~UTILITIES ELECTRICIAN~~ ELECTRICIAN/FOREMAN

**GENERAL DESCRIPTION OF DUTIES**

~~Provides skilled electrical and mechanical work to maintain the efficient operations of treatment plants and lift stations. Work is performed under general supervision.~~

Performs skilled and specialized work -at -supervisory level; supervises subordinate personnel in one or combination of any of the following fields: maintenance of water and wastewater plants, maintenance of water and wastewater transmission and collection equipment, facilities, and emergency generators, monitoring of telemetry system, diagnosing problems and making appropriate repair and maintenance of electrical and electronic devices and service.; Work is normally performed independently under the general supervision of- the Plant or Field Supervisors. Assignments require a considerable level of initiative and judgment in determining necessary methods, procedures, and equipment to efficiently complete the tasks using advanced computer methods and technology.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

~~Performs electrical and mechanical work in water/wastewater treatment plants and lift stations.~~

~~Troubleshoots control panels, telemetry equipment, electrical components and parts and determines repair or replacement requirements.~~

~~Designs electrical schematics and builds new control panels as required for continued operations.~~

~~Calculates motor loads for replacing out-dated or failed equipment or to bring facilities up to applicable code.~~

~~Performs preventive maintenance activities according to prescribed schedules.~~

~~Locates inventory replacement equipment, ensuring the most cost effective solutions.~~

~~Inspects and approves new installations to ensure conformance to prescribed standards; makes any modifications accordingly.~~

Assists other departments in the City with electrical issues as needed.

- Supervises and performs monitoring of water and wastewater treatment plants, including water storage tanks.
- Supervises and performs lift station monitoring, inspections, maintenance, and rehabilitation.
- –Responsible for the effective operation of all city lift stations, including pumps, piping, generators, building, telemetry, and electrical controls.
- Receives work orders, troubleshoots and effects mechanical, computer, electronic and electrical repair and maintenance on all plants, water tanks, lift stations and appurtenances.
- Performs skilled labor as a Journeyman level Commercial Electrician with general electrical duties, such as inspections, maintenance and repair on utility building electrical systems, and pumping electrical systems.
- Diagnoses problems, makes appropriate repairs or adjustments to electrical and control system equipment including computer hardware and software.
- Monitors, maintains and repairs electrical and electronic equipment used in water and wastewater operations including but not limited to wastewater pump stations, motorized electrical units, pump and process control systems, generators, transformers, switches, sensors and valves.
- Maintains electrical emergency equipment, including generators.
- Operates equipment such as generators, control equipment, telemetry equipment, personal computer, motors, diagnostic tools, power tools, hand tools, meters, etc.
- Trains and supervises subordinates staff, where necessary.
- Maintains logs of work performed and materials used for each task or price of equipment.
- Interacts and communicates with various groups and individuals such as City employees, sales representatives, engineers and contractors.
- Prepares -reports or memos for supervisor.
- Participates in mandatory emergency call-out rotation.

- Performs related supervisory functions including but not limited to assisting in preparing budget, handling and recommending disciplinary action disciplining subordinate employees, writing specifications, ordering parts, monitoring purchases and attending meetings.
- Performs related work as required.
- Attends and completes coursework and training for- applicable hardware and software.
- Punctuality and regular attendance are essential functions of this position.
- Must respond to emergency as required.

#### ADDITIONAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

~~Performs related duties as directed.~~

#### KNOWLEDGE, SKILLS & ABILITIES

~~— Knowledge of water/wastewater utilities electrical equipment, controls, components and telemetry equipment used in treatment plants and lift stations.~~

~~Knowledge of national and state electrical code and the application of such to industrial utility functions.~~

~~Ability to read, interpret and design various documentation relevant to electrical installations, e.g., technical manuals, drawings, schematics, construction plans.~~

~~Skill in the application of electrical standards and codes in the areas of pump and mechanical operations.~~

- Must possess a valid State of Florida driver's license, and may be required to obtain a Class "B" driver's license within the first 12 months of employment.
- Must possess high level of proficiency and skill in the use of common hand tools, electronic, electrical and mechanical equipment.
- Must have the ability to understand and carry out oral and written directions.
- Must have the ability to establish and maintain effective working relationships with other employees, sales representatives, engineers, contractors and the general public.

- Must be willing to perform heavy manual work for an extended period under varying climatic conditions.
- Must be willing to train, supervise and provide leadership to subordinates.
- Must have the knowledge of occupational hazards and safety precautions.
- Must have the ability to read, comprehend, and revise plans pertaining to the related trades.
- Must have the ability to establish and maintain records on equipment and work accomplished.
- Must have the ability for the safe and proper use of standard hand tools, light power-driven equipment, heavy equipment, generators, transfer switches and other equipment.
- Must be willing and able to respond and stay at the workplace for extended periods of time during emergencies, as required.

### **EDUCATION & EXPERIENCE**

Graduation from high school or possession of an acceptable equivalency diploma. Must possess a Journeyman Electrician License, have at least seven (7) years of experience in the respective field with five years of supervisory experience, including five (5) years of experience as a licensed Journeyman Electrician with specific experience in the water and wastewater utilities function; or an equivalent combination of education, training, and experience.

### **PHYSICAL REQUIREMENTS**

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (10-40 pounds).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, walk, sit, talk, or hear. The employee must frequently lift and/or move up to 25 lbs. and occasionally lift up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The employee occasionally works in high, precarious places and is occasionally exposed to snakes, vermin, insects, fumes or airborne particles. The noise level in the work environment is moderate to loud.

**Acknowledgement:**

Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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