

**COOPER CITY, FLORIDA**  
**CLASS DESCRIPTION (Existing from 2003)**

Attachment 1

**CLASSIFICATION TITLE: UTILITIES ELECTRICIAN**

**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.

**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.

**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.

**EDUCATION & EXPERIENCE**

Graduation from high school or possession of an acceptable equivalency diploma. Five (5) years 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 be 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).

**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.