



DRIPPING SPRINGS
Texas

CITY ELECTRICIAN
FULL-TIME NON-EXEMPT

A. GENERAL PURPOSE

The City Electrician performs a wide variety of journey level technical and specialized assignments in the design, fabrication, installation, maintenance, and repair of highly complex electrical equipment including electrical distribution systems, motors and specialized electrical equipment found in the City's wastewater collection system, treatment plant, water distribution system, parks and facilities; to maintain and repair high voltage distribution and control systems, switchgear and large motors; and to perform a variety of technical tasks relative to assigned area of responsibility. The City's utilities operate 24 hours a day, 365 days a year.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Installs, maintains, repairs, and researches a variety of supervisory controls and replacement electrical components that are part of advanced wastewater treatment processes such as aeration, filtration, disinfection, de-chlorination, sludge dewatering, and odor control, and an environmental laboratory.
2. Performs wiring required for the installation of electronic equipment; installs high voltage underground cables in conduits; and splices high and low voltage cables utilizing hand taping and pre-molded splice kits.
3. Design, install, maintain, repair, test and construct electrical assemblies.
4. Troubleshoots high voltage electrical systems, controls, and related process equipment
5. Provides technical support for other work groups within Public Works.
6. Specifies, installs, programs, and repairs various types of variable frequency motor drive systems.
7. Fabricates, maintains, installs, services, and calculates power load distributions to various motors and related equipment.
8. Implements preventive maintenance and repair on motors, panels, blowers, pumps,

generators, clarifier drives, and low voltage irrigation systems.

9. Troubleshoots and performs inspections, preventive maintenance, and repairs on industrial switchgear and high voltage equipment such as transformers, breakers, circuits, switches, relays, regulators, and distribution panels.
10. Specifies, installs, and inspects various types of conduit; isolates breakers and switches for major repairs; and coordinates repairs and scheduled outages with operations staff.
11. Writes standards and operating procedures; analyzes the performance of existing equipment, and evaluates options for future equipment installations.
12. Works on energized and de-energized circuits.
13. Uses proper safety equipment including hot sticks, rubber blankets, rubber gloves, hard hats safety glasses, hearing protection, and safety shoes.
14. Uses aerial lifts, scaffolding, and ladders. Operates crane truck.
15. Performs maintenance and repair on commercial and industrial building lighting and environmental control systems.
16. Maintains accurate records of work performed, materials used, and associated costs.
17. Builds and maintains positive working relationships with co-workers, other City employees, vendors, and the public using principles of good customer service.
18. Must be present at site at work when scheduled and on time; arrives at meetings and appointments on time.
19. Observes and follows safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
20. Responds to emergencies.
21. Must be able to multi-task to meet all productive standards and complete assignments and work in a timely manner.
22. Performs other duties as assigned.

C. SUPERVISION

Works under the general direction of the Utilities Services Manager.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

1. Requires a High School Diploma or GED Equivalent.
2. Knowledge of design, installation, maintenance, and repair of industrial electrical systems.

3. Possession of an Electrical Workers apprenticeship certificate, or equivalent, is desirable.
4. Sufficient journey level electrical maintenance experience in a heavy industrial environment, with emphasis on work on high voltage (480-21,000 volts) systems, to demonstrate possession of the knowledge and abilities listed above. Experience in the maintenance and repair of electronic control systems is desirable.
5. TCEQ wastewater operator license preferred.
6. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
7. Ability to establish and maintain effective working relationships with employees, City officials, media, and general public.
8. Ability to communicate effectively orally and in writing.
9. Ability to use Microsoft Word, Excel, and Outlook for reporting and communications.
10. Valid Texas Driver's License and good driving record required.

E. TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft Office; email; phone; printer; copy machine; SCADA; laboratory equipment; crane truck; backhoe; mower; string trimmer; motor vehicle; and mobile or portable radio; and general maintenance and electrical equipment.

F. SPECIAL REQUIREMENTS

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. Reasonable accommodation may be made to perform the essential functions if needed.

1. Work is performed mostly in field settings. Considerable outdoor work is required in the maintenance of various City facilities. Must be able to work outside in all weather conditions and be able to lift a minimum of eighty (80) pounds.
2. While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to climb or balance; stoop, kneel, crouch, or crawl.
3. Must be able to distinguish colors when working with equipment, electrical panels, etc.; must be able to operate assigned vehicle or equipment.
4. Must live within 45 minutes of normal travel time to Dripping Springs, Texas. Will be required to be on-call.

G. WORK HOURS

This is a full-time, non-exempt forty (40) hour per week position. Core work hours are between 8:00 am and 5:00 pm, including one unpaid hour for lunch, Monday through Friday, except holidays. This is a full-time position and eligible for overtime pay as described in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL. Additional hours on nights, weekends, holidays, and during emergencies will be needed in this position subject to the direction of the Public Works Director, Deputy Public Works Director, Utilities Services Manager, or Deputy City Administrator. Any overtime hours performed must be preapproved by the direct supervisor.

H. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee is regularly exposed to high, precarious places; microorganisms found in sewage; waterborne diseases; outside weather conditions; extreme cold; extreme heat and risk of electrical shock. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; explosives; risk of radiation and vibration.
2. The noise level in the work environment is usually moderate.

I. SALARY

Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

J. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

K. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodation, we encourage you to contact the City Administrator at (512) 858-4725.

Please note: This Job Description is not a contract and shall not be construed to alter an

employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.