



Grand Rapids Public Utilities
500 SE 4th Street
Grand Rapids, MN 55744
218-326-7189
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Job Description **Electrician**

Position Title: Electrician

Department: Electric

FLSA Status: Non-exempt

Pay Grade: 5

State Job Match: Electrician

Date: June 2026

Commission Approval Date: May 27, 2026

Primary Objective of Position

Under general supervision, this position performs skilled installation, alteration, maintenance, and troubleshooting of electrical wiring, apparatus and equipment in an industrial utility environment. Work includes the construction and maintenance of the utility's high- and low-voltage electrical systems, including automation equipment, to ensure the safe and timely operations necessary to provide reliable Utility services. All work is completed according to specifications in the National and State Electrical Codes and National Electrical Safety Code (NESC) to ensure the delivery of safe and reliable service.

Essential Functions of the Position

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or logical to the position.

- Install, maintain, troubleshoot, and repair electrical systems including high-voltage switchgear, transformers, and control systems.
- Perform skilled work for low-voltage distribution, secondary sub-panels, and standby generators.
- Inspect and test components of electrical systems and identify electrical problems using a variety of testing devices.
- Program and calibrate various electrical equipment, including instrumentation, controls, and SCADA systems.
- Respond to electrical system failures and identify issues with elevators, alarm circuits, and signal circuits.

- Ensure all electrical wiring and equipment installations meet National and State Electrical Codes and assess arc flash hazard assessments for the Utility's facilities.
- Operate motorized vehicles, power tools, and electronic measuring devices safely and efficiently.
- Maintain accurate records of work performed, materials utilized, and equipment inspections through the Utility's management system.
- Communicate effectively with customers, vendors, and staff regarding service needs and project status.

Subject Matter Expertise

This position serves as a technical Subject Matter Expert (SME) for the Utility. The incumbent is required to maintain authoritative knowledge and provide guidance in the following areas:

- Code Compliance: Expert application of the National Electric Code (NEC), State Electrical Codes, and the National Electrical Safety Code (NESC) to all Utility projects.
- Control Systems: Advanced troubleshooting and programming of Supervisory Control and Data Acquisition (SCADA) systems, PLC controllers, and electronic motor controls.
- Apparatus Maintenance: Technical mastery of high-voltage switchgear, transformer theory, and the calibration of precision electrical instrumentation.
- System Diagnostics: Systematic identification of complex electrical failures using specialized test equipment and technical diagrams.

Examples of Performance Criteria

- Demonstrates expert knowledge of National and State Electrical Codes and NESC safety guidelines.
- Troubleshoots and corrects electrical problems in a systematic method using standard and specialized test equipment.
- Maintains equipment in good working condition and shows initiative in identifying system improvements.
- Completes assignments in a timely, professional manner while adhering to all safety regulations.
- Exhibits effective interpersonal skills to build positive working relationships with internal and external stakeholders.
- Ability to read and interpret complex blueprints and technical diagrams accurately.

Minimum Qualifications

- High school diploma or GED certificate.
- Must hold a State-issued Class A Journeyman's License.
- Successful completion of a vocational training program in electrical construction and maintenance, or a minimum of 5 years of related experience.
- Valid State of Minnesota Driver's License.

Desirable Qualifications

- Experience working with industrial electronic control equipment, including PLC controllers and motor controls.
- Ability to read and interpret blueprints and technical drawings.

- Familiarity with municipal electric utility operations and SCADA systems.
- Demonstrated history of safe work habits and a clean driving record.

Supervision

- Manager: Water/Wastewater Manager
- Supervision of others: May assist in providing on-site direction or training to assigned employees, apprentices, or contractors.

Working Conditions

- Work is performed both indoors and outdoors, involving exposure to extreme weather, traffic, and noise.
- Duties include working at heights, in precarious places, and in proximity to high-voltage equipment.
- Regularly required to use hands to handle tools, reach with arms, and operate heavy utility equipment.
- Frequently required to stand, walk, climb, balance, stoop, and kneel. Must frequently move up to 25 pounds and occasionally move up to 100 pounds.
- Vision requirements include color vision, depth perception, and the ability to adjust focus.
- May be required to participate in an on-call rotation for after-hours emergencies.

Conditions of Employment

- Successfully pass a criminal background check and drug & alcohol screening
- Successfully complete a Physical Demand Analysis.
- Serve and complete a six-month probationary period.
- Participate in and remain enrolled in the Drug & Alcohol testing program.
- Maintain a valid Class A commercial driver's license.
- Comply with all organizational and departmental policies and procedures.

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

Grand Rapids Public Utilities is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations for qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.