

## City of Mission Job Description

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Job Title: **Journeyman Electrician**

Classification: **Non-Exempt**

Department: Parks & Recreation



Division: Facility Maintenance

Supervisor: Facility Maintenance Supervisor

Effective: 3/14/2016

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### **I. JOB SUMMARY:**

The individual is responsible for performing assigned activities toward maintaining assigned city building (s). Uses proper tools and material for building maintenance. Repairs plumbing fixtures. May install, maintain, and repair equipment used to heat and cool buildings. May follow blueprints or other technical instructions. May use hand tools, power tools, measuring devices, and diagnostic equipment. May clean parts, replace filters, adjust controls, assemble switches, cut and connect pipes. Measures, cuts, bends, threads, assemble, and installs electrical conduit, using such tools as hacksaw, pipe threader, and conduit bender. Installs control and distribution apparatus, such as switches, relays, and circuit-breaker panels, fastening in place with screws or bolts. May identify hazards and may repair faulty equipment or systems. Isolates and analyzes phone system malfunctions and determines methods of repair. Work in cooperation with other disciplines to be utilized in the assigned maintenance projects such as: carpenters, plumbers, electricians, painters, and masons, etc. Prepares required reports/records on assignment (s) and submits the reports to the Facility Maintenance Supervisor. Performs all work activities in accordance with proper safety procedure in accordance with job. Performs all repair project assignment (s) to be in compliance with **All City**, county, and state building codes. May install, maintain and repair both high voltage and low voltage electrical systems. May also provide assistance during special events as needed. This position has no supervisory responsibilities. Individual will perform other duties assigned by department director/supervisor when needed.

### **II. EDUCATION REQUIREMENTS:**

- High school diploma or G.E.D required.
- Must have a valid Journeyman Electrician License in accordance with the Texas Administrative Code and the Texas Department of Licensing and Regulation.
- Must have specific vocational training or job training experience which adds up to at least five (5) years' experience.
- Must have working knowledge of electrical, air conditioning/heating, carpentry, and communication systems.
- Knowledge of proper sequence of activities for repairing commercial A/C units.
- Knowledge of general and specific city, county, and state building codes.



**III. EMPLOYMENT REQUIREMENTS:**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class "C" driver's license from the Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

**IV. SKILL AND ABILITY REQUIREMENTS:**

- Ability to establish and maintain effective working relationship with the general public, supervisor, and co-workers.
- Ability to follow a firm work schedule as directed by supervisor.
- Ability to interpret City policies and procedures as related to the job.
- Ability to perform independent of constant supervision.
- Ability to make decisions based on personal judgment. And/or verifiable criteria.
- Ability to deal effectively with the general public, supervisor, and co-workers.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to produce work to precise tolerances or standards.
- Must have oral and written communication skills in English and Spanish
- Ability to follow both written and verbal instructions that require individual thought and/or study to complete the task or series of tasks.
- Possess required license(s) for job position as dictated by the City, County or State regulations.
- Ability to interact with employees and customers to answer questions and/or resolve issues with tact and diplomacy.
- Ability to determine type and cost of materials required for projects, ensure specifications and drawings are accurate, review projects and plans, determine layout and testing of electric patterns.
- Must be able to speak English; bilingual preferred.

**V. ESSENTIAL JOB FUNCTIONS:**

- Install, service and repair heating/air conditioning units in City owned buildings.
- Lay out reference points for installation of structural and functional components.
- Use measuring instruments such as transit, plumb bob levels, square and tape measure.



- Screws, bolts, rivets, welds, and brazes parts to assemble structural and functional components such as motor controls, switches, gages, wiring harnesses, valves, pumps, compressors, condensers, cores, and pipes.
- Cuts, threads, and connects pipe to functional components and water or power system.
- Dismantles malfunctioning systems and tests components using electrical, mechanical and pneumatic testing equipment.
- Replaces or adjusts defective or worn parts to repair systems.
- Insulates shells and cabinets of system.
- Installs wiring to connect components to electric power source.
- Reads and understand blueprints, engineering plans, and/or diagrams.
- Drains oil and pumps gas from units so they can be worked on.
- Test lines, units, and connections for gas leaks.
- Troubleshoots electrical components, wiring diagrams, transformers, motors, panels and circuits.
- Keeps abreast of new technology and electrical services.
- Maintains and provides for the safe condition and operation of all electrical fixtures and systems in City properties to include, but not limited to, City facilities, parks systems, street and trail lighting and traffic signals.
- Plans layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment.
- Plans new or modified installations of electrical service to minimize waste or materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring.
- Measures, cuts, bends, threads, assembles, and installs electrical conduit.
- Splices wires by stripping insulation from terminal leads with knife or pliers, twisting or soldering wires together, and applying tape or terminal caps.
- Installs control and distribution apparatus, such as switches, relays, and circuit-breaker panels.
- Test continuity of circuit to insure electrical compatibility and safety of components.
- Repairs faulty electrical equipment or system.
- Removes and replaces defective electrical switches and other fixtures.
- Determines proper tools and materials necessary for work to be performed on assigned maintenance projects.
- Repairs wood surfaces as directed.
- Paints structures or areas as directed.
- Removes, replaces, or repairs plumbing fixtures as directed.
- Follows directed sequence of work activities for smooth and correct integration of all disciplines to be working on project(s).
- Prepares report/records of work performed on each project assigned and submit to supervisor as directed.
- Interprets City policy and procedures as related to assigned job.
- Perform activities on project (s) to be in compliance with **ALL CITY**, county, and state building and safety codes.

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- Perform **all** job functions with special attention to good public relations, safety, and proper procedures.
- Put up Christmas lights through-out the City.
- During weather emergencies individual will be doing sand bags and any other duties assigned by the supervisor.
- Attend meetings about facility maintenance as directed by supervisor.

**VI. NON-ESSENTIAL JOB FUNCTIONS:**

- **None**

**VII. EQUIPMENT/MATERIALS:** Safety equipment/materials to include but not limited to the following:

- City vehicle
- Plumbing tools
- Electrician tools
- Mechanical tool
- Safety glasses
- Safety orange vests
- Tool pouch
- Measuring devices
- Policy & procedure handbook
- Carpentry tools
- Cell phone
- Blueprints
- Pens & pencils
- Raincoats
- Different size ladders
- Power Tools
- Safety gloves
- Electronic diagnostic instruments
- 2-way radio
- Uniform
- Telephone
- Drills
- Rain boots
- Different size wire
- Hard Hat
- Technical Manuals

**VIII. WORK ENVIRONMENT:**

Exposure to the following environmental conditions are required for this job.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)	X			
Fumes or airborne particles		X		
Outdoor weather conditions				X
Toxic or caustic chemicals		X		
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



**IX. MANUAL DEXTERITY:**

Gross and fine finger dexterity is required to perform essential job functions. Gross hand manipulation is performed to grip carpentry, plumbing, and electrical tools. Fine finger dexterity is required to hand write notes and repair buildings.

**X. PHYSICAL DEMAND ANALYSIS:**

**MATERIAL HANDLING ACTIVITIES**

Task	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	<b>C</b>	Pick up tool pouch, hammer, drills, screw drivers,
	6-10 lbs	<b>C</b>	Tool box,
	11-20 lbs	<b>F</b>	Tool box, tool pouch, ladder, step ladder
	21-25 lbs	<b>F</b>	Tool box, tool pouch, step ladder, ladder
	26-50 lbs	<b>F</b>	Pick up freon tank
	51-75 lbs	<b>O</b>	Pick up concrete bags, park benches
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>F</b>	Carry tool pouch, hammer, drills, screw drivers,
	6-10 lbs	<b>F</b>	Maintenance tools
	11-20 lbs	<b>F</b>	Tools
	21-25 lbs	<b>F</b>	Maintenance tools
	26-50 lbs	<b>F</b>	Ladders and roll of electric wire and tools.
	51-75 lbs	<b>O</b>	Carry concrete bags
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>F</b>	Chairs, furniture
	6-10 lbs	<b>O</b>	Furniture
	11-20 lbs	<b>F</b>	Furniture, benches, equipment
	21-25 lbs	<b>F</b>	Janitor supplies
	26-50 lbs	<b>O</b>	Janitor supplies
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	

**N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%**

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**NON-MATERIAL HANDLING ACTIVITIES**

<b>BALANCE</b>	<b>F</b>	Balance on partial structure of frame.
<b>STOOPING</b> (bending at waist)	<b>F</b>	To check plumbing and while repairing A/C unit.
<b>KNEELING</b> (one or both knees)	<b>F</b>	To check plumbing and while repairing A/C unit.
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	To check trenching and wiring of building.
<b>CRAWLING</b>	<b>F</b>	To check trenching and wiring of building.
<b>REACHING</b>	<b>F</b>	Reach from ground level to overhead with up to 25 pounds of weight for plumbing, A/C, and electrical wiring maintenance and repairs on city buildings.
<b>TWISTING/TURN</b> (rotation)	<b>C</b>	Up to 180 degrees and waist to shoulder, need to be level to perform inspections as needed to do job.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Tools during repairs and maintenance
<b>STANDING</b>	<b>F</b>	During inspections and while doing repairs.
<b>WALKING</b>	<b>F</b>	Up to 3 to 4 miles per day inspecting and doing repairs
<b>SITTING</b>	<b>F</b>	While driving city vehicle
<b>FINGERING</b> (finger dexterity)	<b>F</b>	Work orders and reports and handle tools, materials, and equipment necessary to perform work activities which have been assigned.
<b>GRASPING</b> (whole hand activities)	<b>F</b>	Work orders and reports and handle tools, materials, and equipment necessary to perform work activities which have been assigned.

**N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%**

**I \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this position. I can fulfil the essential functions of this position as described in this job description.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**