



## Lake Whatcom Water & Sewer District Job Description

**Job Title:** Maintenance Electrician

**FLSA Status:** Non-Exempt

**Reports To:** Maintenance Supervisor

**Revision Date:** May 25, 2011

### **POSITION PURPOSE:**

Incumbent is responsible for coordinating, scheduling and performing preventative and corrective maintenance, repair and modification work of District electrical equipment and facilities.

### **REPORTING RELATIONSHIPS:**

This position reports to the Maintenance Supervisor and may provide guidance or assign tasks to other District staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

- Inspects, diagnoses, troubleshoots, maintains, repairs and modifies various District electrical equipment at offices, reservoirs, lift-stations, pump stations, treatment plant and a variety of electrical and instrumentation equipment.
- Schedules and assists in scheduling; receives work requests for performing maintenance and repair work on District electrical equipment.
- Performs or oversees diagnosis and repair of electrical systems and on-site generators
- Coordinates all electrical work with other staff as well as outside electrical contractors in the installation and repair of electrical equipment.
- Reviews and oversees contracted electrical work to ensure the District's specifications are being adhered to.
- Reviews and develops contract and construction electrical specifications to ensure the longevity and efficiency of electrical equipment.
- Maintains records, orders necessary material, performs preventative maintenance and corrective repairs; maintains and troubleshoots District Telemetry systems; installs, maintains, and calibrates all instrumentation and controls for water treatment plant chemical monitoring, sewer and water pump stations and reservoirs.
- Instructs and directs additional personnel that may be assigned to assist in the installation and repair of electrical equipment.
- Maintains all electrical equipment for the safe operation of both equipment and personnel.
- Performs all assigned tasks and assists in the training of other personnel in electrical systems repairs.
- Coordinates any necessary permitting for electrical work done.
- Monitors operations of water treatment plants; conducts tests, maintains related records, and prepares reports for compliance with State requirements; performs system checks, troubleshoots, adjusts, or reports system errors; conducts regular checks of the District's telemetry system.
- Performs other duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Repair and maintenance of mechanical and electrical machinery, equipment and systems;
- Applicable safety regulations, electrical code and policies;
- Reading and understanding as-builts;
- Industrial applications of machinery and electrical equipment;

- Control systems, Programmable Logic Controllers, and variable frequency drives;
- Auxiliary power generators and automatic power transfer switches;
- Basic SCADA principles and process.

**Skill in:**

- Diagnosing, troubleshooting, maintaining and repairing mechanical and electrical machinery, equipment and systems;
- Planning and scheduling work assignments;
- Use of tools and equipment in the troubleshooting of electrical systems;
- Operating safety equipment such as tripods, harnesses, and fall protection equipment;
- Using computer and related software applications;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Experience/Education:** Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

**Experience:** Four years of industrial electrical experience preferably related to the Water and/or Wastewater industry.

**Education:** Completion of an approved apprenticeship training program and/or completion of industrial electrical vocation training program.

**Licensing Requirements - Possess and maintain:**

- Valid Washington State Driver's License
- General Electrician (01) license/certification

Within one year of employment possess and maintain:

- Washington State CPR/First Aid Card
- Washington State Flagging/Traffic Control Card

Within two years of employment possess and maintain:

- Water Treatment Plant Operator I Certification
- Water Distribution Manager I Certification
- Cross-Connection Control Specialist Certification.

**WORKING CONDITIONS:**

Duties are primarily performed in the field where there is exposure to extreme weather conditions, high voltages, heights, exhaust fumes, intense noise, confined space, grease, chemicals, mechanical parts, electrical currents, machinery. Work requires travel to work sites throughout the District. Incumbents are subject to 24-hour call-back/standby as assigned to resolve customer problems and/or perform emergency maintenance/repair after normal working hours on nights, weekends, and holidays.

**PHYSICAL REQUIREMENTS:**

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, smelling and repetitive motions for an entire day.

Can involve very heavy work exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

**Approved: May 25, 2011**

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**Patrick Sorensen, General Manager**