

Job Description

Decatur Utilities

Job Title:	Electrician - Plants
Work Group:	Water or Wastewater Treatment Plant
Reports To:	Maintenance Supervisor
FLSA Status:	Non-Exempt
Pay Grade:	9
Residency Required:	No
Work Location:	Water/Wastewater Plant – WTP/WWTP
Last Revision:	June 2012

SUMMARY

Plans layout, installs and repairs wiring, electrical fixtures, apparatus and control equipment at the water/wastewater facilities. This includes emergency plant situations that require after-hours or weekend call out.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A commitment to safety, providing reliable utility services, protecting public health and providing excellent customer service are the responsibilities of all job positions at Decatur Utilities. We believe that teamwork, open communication, honesty, integrity, fairness, diversity and respect for each other are essential traits to perform all job duties.

- Plans new or modified installations to minimize waste of materials, provides access for future maintenance, and avoids unsightly, hazardous and unreliable wiring consistent with specifications and local electrical codes.
- Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings and flooring.
- Measures, cuts, bends, threads, assembles and installs electrical conduit.
- Pulls wiring through conduit and splices wires by stripping insulation from terminal leads, twisting or soldering wires together and applying tape or terminal caps.
- Connects wiring to lighting fixtures and power equipment.
- Installs control and distribution apparatus such as switches, relays, RTVs, PLCs and circuit-breaker panels.
- Connects power cables to equipment, such as electric range or motor, and installs grounding leads.
- Tests continuity of circuit to ensure electrical compatibility and safety of components with testing instruments such as ohmmeter, battery and buzzer and oscilloscope.
- Monitors functioning of installed equipment or system to detect hazards and need for adjustments, relocation, repairs or replacement of faulty equipment.
- Cuts and welds steel structural members.
- Troubleshoots instrumentation and control loops (opened and closed) and repairs or replaces as needed.
- Familiar with SCADA and remote control systems to troubleshoot and repair.
- Understands the methodology and control scheme of process instrumentation and control systems.
- Calibrates instrumentation such as flow meters and chlorine analyzers.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate degree or equivalent from two-year college or technical school in electrical, electronic and/or instrumentation field and 6-8 years experience in electrical/electronic/instrumentation equipment repair.

COMMUNICATION SKILLS

Ability to read, interpret and comprehend documents such as safety rules, operating and maintenance instructions, drawings and procedure manuals. Ability to write routine reports and correspondence, including completing reports, providing technical summaries and recording data. Ability to interact and effectively communicate with customers, co-workers, supervisors and public groups.

COMPUTER SKILLS

Proficient in Microsoft Office Suite (Microsoft Outlook, Word & Excel) as required to perform job tasks. This includes using software applications for email, word processing, database tracking and spreadsheet applications and using Internet Explorer to navigate online Employee Self Serve webpage for personal payroll, benefit and employee information. Must be familiar with SCADA operating systems, electronic equipment and instrumentation as it relates to water and/or wastewater treatment.

MATHEMATICAL SKILLS

Ability to solve high school and college level mathematical problems using mathematical concepts such as addition, subtraction, multiplication, division, plane and solid geometry and trigonometry. Ability to perform these concepts using fractions, percentages, ratios, units of length, volume, weight measurement and distance.

REASONING/COMPLEXITY

Ability to solve complex problems and handle a variety of variables in situations where only limited standardization exists.

PHYSICAL DEMANDS

Regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear. Must regularly lift and/or move up to 50 pounds. Specific vision abilities include close vision and distance vision.

WORK ENVIRONMENT

Regularly works around electricity, energized equipment, moving mechanical parts and water and/or wastewater chemicals, some of which may be hazardous. Frequently exposed to outside weather conditions, including wet and/or humid conditions, extreme cold and extreme heat. The noise level in the work environment is usually moderate.

CERTIFICATES, LICENSES, TRAINING

Valid Alabama Driver's License with Class A CDL; CPR/First Aid Certification; Customer Service Skills and applicable safety training; DOT Gas Pipeline Operator Qualification.

OTHER REQUIREMENTS

Available to work scheduled and unscheduled times to accommodate customer demands and emergency situations, including evenings, weekends, holidays or shift work; subject to random DOT drug and alcohol testing and driver's license checks according to DU policies; wear DU provided uniforms and maintain neat and clean appearance for meeting public; and perform all job tasks in a safe and professional manner.

Approved By: Tom Cleveland	Date: 8/30/12
----------------------------	---------------

Original on File in Human Resources