ELECTRICAL HELPER
JOB DESCRIPTION

JOB TITLE: Electrical Helper	CLASSIFICATION: Skilled Craft	IMMEDIATE SUPERVISOR: Electrician/Facilities Superintendent
PAY GRADE: 15	DEPT: 4100 Public Works	STATUS: FT PT EXEMPT NON-EXEMPT BARG UNIT NON-BARG UNIT

JOB SUMMARY: Performs semi-skilled work related to the installation, maintenance and repair of all electrical equipment and components, including roadway street lighting, traffic signals, municipal buildings and facilities.

SUPERVISION EXERCISED: May supervise General Maintenance Workers when assigned to assist with projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists Electrician in the maintenance of the electrical systems of new roadway street lights, traffic lights, and municipal buildings and facilities.
- Performs all preventive maintenance of Electrical Division vehicles and equipment.
- Performs electrical related tasks with limited direct supervision.
- Prepares reports and analyses of electrical activities.
- Maintains a safe working environment.
- Installs and maintains telephone and computer wiring.
- Attends training courses regarding current practices in the electrical field.

OTHER DUTIES:

- Responds to complaints and inquiries from the public regarding electrical problems.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma;
- Must enroll in the first available class after day of hire, or be enrolled in a Village approved formal education program for the electrical field, or have a combined work experience and schooling so as to qualify to take the Journeyman's license test within 4 ½ - 5 years.
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of practices, procedures, methods and tools relative to electrical trades and operations.
- Thorough knowledge and skill in the care and use of power tools, including safety precautions and occupational hazards related to electrical maintenance and repair work.

- Considerable knowledge of the operation and maintenance of electrical equipment, motors and motor controls.
- Ability to prepare labor and material cost estimates to complete various projects.
- Ability to read blueprints, specifications, plans.
- Ability to read and interpret tests, gauges and meters.
- Ability to prepare operational reports.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to communicate effectively both orally and in writing.

SPECIAL REQUIREMENTS:
- Valid Florida State driver's license, or ability to obtain one; no more than (2) moving violations in the last 12 months or six (6) violation points on license within the last 24 months.
- Operation of a bucket truck with a CDL license
- CPR

PHYSICAL DEMANDS:
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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to climb up 30-foot ladders, walk up and down staircases, balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

TOOLS & EQUIPMENT USED:
Electrician hand tools, power tools, shovels, bucket truck, test equipment, pipe benders, ladders, trenching, and other associated equipment used in the installation, operation, maintenance and repair of electrical equipment and facilities.

ENVIRONMENTAL CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, and is exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is moderately noisy or loud when in the field.

SELECTION GUIDELINES:
Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 from the position if the work is similar, related or a logical assignment to the position.

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

Revised: 5-15-08
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