

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

UTILITIES INDUSTRIAL ELECTRICIAN

Department: Utilities
Pay Grade: 213
FLSA Status: Non-Exempt
Job Class: 7132
Risk Code: 9015

JOB SUMMARY

Responsible for performing electrical construction and maintenance activities in an industrial setting with significant amounts of motors and PLC (Programmable Logic Center) computers.

ESSENTIAL JOB FUNCTIONS

- Installs, maintains, and repairs various electrical and industrial fixtures, components, and equipment, including outlets, relays, switches, lights, motor starters, motors and electrical panels following electrical code, manuals, specifications, schematics, and blueprints.
- Wires buildings and makes additions to existing wiring.
- Installs and connects owner supply wiring, cables, conduit, and electrical apparatuses for machines and equipment in new and existing facilities following diagrams, schematics, or blueprints.
- Services 480-, 240-, and 120-volt electrical systems.
- Troubleshoots various motor controls, VFD, soft start, and across-the-line starters.
- Troubleshoots and maintains analog controls and sensors.
- Maintains accurate records of labor and materials.
- Assists skilled workers of related trades in general electrical and maintenance work.
- Assist semi-skilled workers in Utility maintenance activities.
- May operate a two-way radio.
- Works a rotating twenty-four (24) hour, seven (7) day on-call shift for emergency coverage.
- May frequently chauffeur other employees, depending upon assignment and work location.
- May perform underground electrical or other cable location using a variety of methods for the purpose of identifying cable runs, cable faults, making repairs or marking locations.
- May perform electrical maintenance at municipal water, sewer, and administrative facilities.
- May work from sketches, blueprints, schematics, and diagrams.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other

departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and two (2) years' experience in journey-level electrician work; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Successful completion of qualifying Electrician Apprenticeship Program.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to assist in developing plans, policies, specifications, and programs continually.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analyses, and complex scientific or technical systems.
- Knowledge of the following: radio telemetry system, AC & DC variable frequency drives, AC & DC motors and controls, switchgear containing voltages ranging from three phase 120/208 AC, 277/480 AC to 4160 AC and 120 vdc, uninterruptible power systems, electrical hoists, soft start controllers, Square D power logic monitoring system, pneumatic controls, interior and exterior lighting, transfer switch, lighting and power distribution panels, power transformers, control transformers, emergency lighting, air compressors, maintenance shop fixed equipment, sludge pump actuators, chlorine scrubber system and vacuum filter press.
- Knowledge of SCADA, 4-20 milliamps, VFDs, pump controllers, and similar equipment.
- Knowledge and understanding of National Electrical Code.
- Knowledge of the use of various electrical testing devices.

- Knowledge of occupational hazards of the electrical trade and of necessary safety precautions.
- Knowledge of 4-20MA analog controls and equipment and be able to calibrate.
- Ability to service 480-, 240- and 120-volt electrical systems.
- Ability to work with and program complex computer controls systems including, but not limited to, programmable logic controllers PLCs and PLC diagrams.
- Ability to operate work-related equipment.
- Ability to locate and adjust defects in electrical systems and equipment.
- Ability to read and interpret sketches, diagrams, and blueprints.
- Ability to read electrical drawings and have advanced knowledge of industrial and commercial electronics.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 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. While performing the duties of this job, the employee will occasionally be required to sit, will regularly be required to walk, climb, or balance, stoop, kneel, crouch or crawl and taste or smell; and will frequently be required to stand, use hand to finger, handle, feel, reach with hands and arms; talk and hear.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to high precarious places, fumes or airborne particles, explosives, and vibration; will regularly be exposed to wet or humid conditions, moving mechanical parts, extreme heat, risk of electrical shock and risk of radiation; and will frequently be required to work in outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.