



Office of Human Resources
Electrical Maintenance Worker - CJ2515
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Performs standard level trades work in maintaining, repairing, and constructing electrical systems and equipment.

Distinguishing Characteristics

Performs standard level trades work in maintaining, repairing, and constructing electrical systems and equipment.

Essential Duties

Inspects, troubleshoots, and repairs electrical systems by utilizing electrical testing devices and checking switches and wiring for grounds and shorts or loose connections.

Replaces or repairs existing wiring systems according to electrical code standards and safety regulations under the supervision of a licensed journeyman electrician.

Reviews electrical blueprints and schematics.

Repairs and replaces defective electrical parts such as wiring, fuses, outlets, switches, breakers, and sensors.

Measures, cuts, and installs conductors, wires, and conduits under the supervision of a licensed journeyman electrician.

Performs preventative maintenance on electrical systems such as servicing, lubricating, rebuilding, and fabricating new circuits, updates the equipment wiring, and replacing parts under the supervision of a licensed journeyman electrician. Assists with system maintenance for burglar or fire alarms.

Maintains tools and equipment and keeps electrical supplies and parts in order.

By position, may be required to be on-call to address emergent needs.

By position, participates in snow removal duties.

By position, responds to after hours calls or emergency calls outside of normal scheduled or business hours.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written material to specific situations.

Self Management – Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of electrical equipment, components, instruments, and systems including installation, testing, uses, repair, and maintenance.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Ability to read and understand electrical blueprints and schematics.

Level of Supervision Exercised

By position, performs lead work.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience in wiring, installing, maintaining, and repairing electrical systems.

Education & Experience Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

By position, requires a valid Colorado Commercial Driver's License (CDL "B") with appropriate endorsements by the end of probation.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to cold temperature, cold enough to cause bodily discomfort

Potential exposure to cold weather conditions (indoor/outdoor)
 Potential exposure to conditions that affect the skin or respiratory system.
 Potential exposure to extreme temperature changes
 Potential exposure to hazardous conditions where there is a danger to life, body, and/or health
 Potential exposure to hazards from electro/mechanical/power equipment.
 Potential exposure to hazards of steam and heat
 Potential exposure to heat temperatures, hot enough to cause bodily discomfort
 Potential exposure to hot and humid work environment
 Potential exposure to odorous chemicals
 Potential exposure to the risk of blood borne diseases.
 Potential exposure to temperature changes: variations in temperature from hot too cold
 Handles emergency or crisis situations
 Personal Safety: aware of surroundings, people, and events
 Pressure due to multiple calls and inquiries
 Subject to electrical and radiant energy hazards
 Subject to precarious or high locations
 Subject to pressure for multiple calls, inquiries, and interruptions
 Subject to varying and unpredictable situations
 Temperature Changes: variations in temperature from hot too cold.
 Temperature Changes: variations in temperatures from hot too cold when works in field
 Works in confined, uncomfortable or awkward locations
 Works in precarious or high locations.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs).

Agility: Ability to move quickly and easily.
 Balancing: Maintaining equilibrium.
 Carrying: Transporting or moving an object.
 Climbing: Ascending or descending an object or ladder.
 Color vision: Ability to distinguish and identify different colors.
 Crawling: Moving about in a low or crouched position.
 Crouching: Positioning body downward and forward.
 Depth Perception: Ability to judge distances and space relationships.
 Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
 Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.
 Field of Vision: Ability to sharply detect or perceive objects peripherally.
 Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.
 Fingering: Picking and pinching, through use of fingers or otherwise.
 Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
 Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.
 Hearing: Perceiving and comprehending the nature and direction of sounds.
 Kneeling: Assuming a lowered position.
 Lifting: Moving objects weighing no more than 50 pounds from one level to another.
 Neck Flexion: Perceiving objects located above or below.
 Oral Comprehension: Ability to discern the meaning of oral speech.
 Physical Strength: Exerts force to transport objects of 50 pounds or more.
 Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon on object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Stamina: Ability to work over long periods of time without tiring.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Vision: Ability to perceive animal behavior, comprehend signs, and detect color.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check

Employment Verification

Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-12

FLSA Code: N

Established Date: 7/4/2021

Established By: BM

Revised Date:

Revised By:

Class History: