

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: ELECTRICAL REPAIRPERSON

DATE: 7/26/2005

JOB CODE: 21823

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under supervision, to perform a variety of semi-skilled electrical maintenance work; assist in construction, installation, maintenance and repair of water and water reclamation motors, panels, switches, regulators and lighting systems, chlorine systems, instrumentation systems, and filter systems; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

Assists in the construction, installation, maintenance and repair of panels, switches, motors, controls, power output frequency regulators, solenoids, telemetry, cl-a-valves, voltage controls, high and low cut-out alarms, electronically automated systems, measurement systems, and other electrical equipment and apparatus; assists in the installation, maintenance and repair of control circuits, pressure switches, floats, underground cables, motors, telemetry copper lines and power output frequency regulators, transducer recorders, searches for interrupted or broken circuits; accomplishes routine repairs to a variety of electrical circuitry and equipment; installs wires, tests power distribution, transformers, circuit breakers, meters and other apparatus; assists in pulling, installing, splicing and terminating wiring; accomplishes routine maintenance of electrical and mechanical equipment and supplies; cleans and maintains tools and supplies; assists in construction, repair and maintenance of chlorine systems; works on underground cables or from ladder or tower truck; threads, bends and operates portable power drill and other power tools commonly used in water and water reclamation work.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provides courteous and expeditious customer service to the general public and City Department staff;
- Routinely adheres to and maintains a positive attitude towards City and department goals;
- Assists in the construction, installation and maintenance of panels, switches, controls, regulators, solenoids, voltage controls, alarms, lighting systems, and recorders;
- Assists in pulling, installing, splicing and terminating wiring;

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- Accomplishes routine maintenance of lighting systems and other electrical equipment and supplies;
- Cleans and maintains tools and supplies;
- Assists in repair of underground cables or from ladder or tower truck;
- Threads, bends and operates portable power drill and other power tools commonly used in electrical section;
- Must meet regulatory requirements to wear personal protective equipment including respiratory protection devices.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Electrical installations, lighting systems, and basic electrical procedures;
- Basic methods, materials, tools and equipment used in electrical work;
- Basic electrical theory at a working level;
- Record keeping, documentation, and practices;
- Appropriate safety precautions and procedures;
- Applicable codes and regulations;
- Shop mathematics applicable to the electric trade;
- State of the art computer systems.

Ability to:

- Operate power and hand tools and equipment used in electrical activities;
- Perform shop mathematics;
- Operate light equipment;
- Perform a wide range of semi-skilled electrical installation, wiring, repair, and maintenance work;
- Maintain simple records;
- Make simple calculations with speed and accuracy;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: High School Diploma or G.E.D.

And

Experience: Two (2) years of experience in the maintenance and repair and installation of electrical systems such as lighting or alarms.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California Motor Vehicle Operator's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Motor Vehicle Operator's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12405c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents, and toxic agents. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate hand tools and mechanical and motorized equipment, to transport materials and supplies weighing up to 100 pounds, work in manlift 30 to 60 feet and work to heights of 150 feet. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Electrical Repairperson

To: Electrical Instrumentation Technician or Electrician

Job Description:

BOWC Approved:

7/21/2005

CSB Approved:

7/26/2005

Testing Standards:

Open/Dept Promotional/CS Appl Review/Suppl Appl:

7/26/2005