Clark Regional Wastewater District
POSITION DESCRIPTION

JOB TITLE: MAINTENANCE ELECTRICIAN
RANGE: 10 (Essential)
REV: 11/19/19 PAGE: 1

DEPARTMENT: Operations
SUPERVISED BY: Maintenance Supervisor
FLSA STATUS: Non-Exempt

JOB SUMMARY:

The Maintenance Electrician oversees and performs skilled maintenance work, documentation development and plan review for the installation, maintenance, repair, replacement and retrofit, of electrical systems and electronic equipment, instrumentation and wiring systems related to the District’s collection, treatment and campus facility systems.

DISTINGUISHING FEATURES:

This is a single classification position in the Operations Department, not part of a series, and is designated as Essential Personnel. This position reports to a Maintenance Supervisor and performs skilled technical tasks operating independently with minimal supervision. The position performs recurring preventive maintenance (PM) work and corrective maintenance (CM) work in a variety of work situations and locations, requiring troubleshooting equipment and components utilizing systematic problem identification and elimination skills. The Maintenance Electrician follows established District working and safety procedures but will also develop position specific practices and procedures including the development of electrical safety policies for the District. This position requires the ability and initiative to perform duties requiring a moderate to high degree of complexity. The nature of the work has potential to create service interruptions which may negatively impact the environment resulting in regulatory penalties and negative public image for the District. The Maintenance Electrician is the main point of contact for maintaining, troubleshooting and repairing all electrical and instrumentation matters including the supervision of contracted work.

MINIMUM QUALIFICATIONS:

The following are the requisite core competencies, knowledge, skills and abilities, which are essential to successfully fulfill the responsibilities of the position:

- Core Competencies:
  - Understanding and application of laws, policies and procedures necessary to ensures safety of the public, employees, the facilities, and the system infrastructure.
  - Diagnose and correct abnormalities and malfunctions in equipment and production processes.
  - Design, analyze, and effectively use systems, components, and methods within a framework of continuous improvement.
  - Use information technology and related applications to convey and retrieve information and to facilitate work activities.
  - Assessing, evaluating, and monitoring programs or projects for
### JOB TITLE: MAINTENANCE ELECTRICIAN

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- Compliance with Federal, state and local laws, regulations, and guidance
  - Working cooperatively with others to complete work assignments.
  - Read and interpret engineering reports and construction plans and specifications.
- Possession of a current Washington State Non-Residential Maintenance (EL07) Electrician License or license with greater capabilities.
- Ability to understand and follow directions; effectively adjust to changing priorities; effectively troubleshoot, problem solve and multi-task; be decisive in making decisions, communicating them to affected stakeholders, and acting on them.
- Ability to effectively communicate with the public, co-workers, supervisors and subordinates.
- Ability to maintain a professional and respectful working environment.
- Ability to pass all required safety training classes and apply learned practices and procedures in the workplace.
- Ability to create sketches of circuitry layouts and other electrical installations as needed.
- Ability to purchase electrical parts, materials and supplies as needed; maintain minimum inventories; perform record keeping duties for parts and materials used.
- Ability to use and operate hand and power tools required for the work in a safe and efficient manner.
- Ability to apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of electrical work.
- Academic fundamentals, including reading, writing, science and math, including ability to perform basic mathematical calculations in varied work environments
- Knowledge and understanding of the various types of wastewater systems, equipment and materials including motors, control systems, generators, and related equipment
- Knowledge of the methods and techniques of installation, maintenance, and repair related to electrical work
- Ability to use a personal computer and portable communication devices and appropriate software, including Microsoft Office products and CMMS.
- Knowledge of occupational hazards and standard safety precautions necessary in electrical work.
- Knowledge of Electrical codes and OSHA standards.
- Valid driver's license with good driving record.
DEPARTMENT: Operations  SUPERVISED BY: Maintenance Supervisor  FLSA STATUS: Non-Exempt

EDUCATION & EXPERIENCE:
Any combination of education, training and experience that provides the requisite knowledge, skill and abilities to successfully perform the duties and fulfill the responsibilities of the position. A typical way to achieve that would be:

- High school diploma or equivalent.
- Completion of a formal electrical apprenticeship training program.
- Three years of work experience as a non-residential maintenance electrician or above.

TYPICAL DUTIES & RESPONSIBILITIES:
The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. Individual positions may perform all or some combination of the duties listed below, as well as other related duties. The District reserves the right to add, modify, or remove duties as appropriate to meet business needs.

**Technical.** Typical tasks: Inspect, maintain and repair electrical equipment, instrumentation, wiring, fixtures and other components to ensure they remain functional and meet all code requirements. Order, test, inspect, and maintain electrical materials, tools, and equipment used to perform preventive and corrective maintenance and emergency repairs. Exercise arc-flash safety protocol in accordance with NFPA-70E. Observe all District, L&I, and WISHA safety requirements. Research and develop recommendations for improved methods, equipment and components to ensure continuously improving reliability standards of the District. Prepare project cost estimates for budgeting purposes. Purchase and inventory critical spare components and materials. Review of electrical design and submittals for District construction projects to ensure maintainability. Work with Engineering department to support continuous improvement of District standards and specifications. Provide input for PLC programing, HMI screen development and SCADA development for the wastewater treatment plant, pump stations and flow meters. Maintain records of work performed and clean work area after completion of job. Comply with relevant safety requirements in national, State, and local electrical, fire, and building codes. Resolve problems of balancing electrical loads, peak loading, overloading and phasing. Diagnosing motors for overloading and failure; perform voltage and resistance tests; calibrate solid state circuit boards; replace failed electrical components in kind; set up and calibrate instrumentation systems, depending on licensure, upgrade existing electrical services. Install new electrical services and equipment; run conduit for fixtures, receptacles, control circuits, and lighting; select and install wires, accomplish hookups and test installation.
POSITION DESCRIPTION

JOB TITLE: MAINTENANCE ELECTRICIAN
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DEPARTMENT:   SUPERVISED BY:        FLSA STATUS:
Operations    Maintenance Supervisor   Non-Exempt

Administrative.  Typical tasks: Document and record details of work completed in maintenance management system (MMS). Account for and categorize hours worked on District timesheet. Participate in District policy and procedure review and revision.

Other.  Typical tasks: May perform other special projects as directed and assigned.

RELATIONSHIP WITH OTHERS:

This position is frequently contacted by other staff members and District contractors to locate, troubleshoot, identify and resolve electrical problems. The position is involved with new construction start-up to ensure completed construction work meets District standards and passes functional testing prior to acceptance. This position also communicates with outside vendors to order equipment, parts, and materials.

SUPERVISION:

Exercised: Coordinates and directs the activities and work of assigned project personnel and/or external consultants and contractors involving electrical and instrumentation equipment and installations.

Received: This position receives work assignments and general supervision from a Maintenance Supervisor who typically reviews outcomes and gives advice and direction as needed. The work is assigned and reviewed through formal and informal communications, conferences, reports and other documentation or discussion of problems as they occur; which may reference sketches or blueprints. Some work direction may be received and coordinated through the Operations Manager and/or the District Engineer/Assistant Manager. The Maintenance Electrician works independently, and work is spot-checked for quality and compliance with safety standards. The employee’s work is also subject to inspection by State electrical inspectors to ensure that work is code compliant and meets applicable safety and fire regulations.

SPECIAL REQUIREMENTS:

- Reside within 45 minutes reporting time to the District office.
- Availability to work nights and weekends on an as needed or emergency basis.
- Candidate must pass pre-employment physical and drug-screen.
- Possession of a current Washington State Non-Residential Maintenance (EL07) Electrician License or license with greater capabilities.