

**PLEASE NOTE: THIS JOB POSTING
DOES NOT CONSTITUTE A FULL
JOB DESCRIPTION**

JOB BID*

DATE: February 23, 2024
CLASSIFICATION: Electrician Specialist
DEPARTMENT: Wastewater Pollution Control Plant

GENERAL STATEMENT OF DUTIES:

1. Inspects repairs and maintains electrical and/or electronic operating and control systems, equipment and fixtures, including instrumentation and heating/cooling systems, pertinent plans and specifications and/or job orders, under general direction of the Equipment Control Electrician.
2. Uses standard and special electrical and electronic tools and equipment; such as, but not limited to: volt-meters, amp-meters, signal generators and tracers, thermal imagers, calibration equipment, etc.
3. Installs new and rebuilt equipment.
4. Interprets oral and written instructions, specifications, wiring diagrams, electronic schematics and codes.
5. Maintains maintenance records.
6. Installs conduit, raceway and electrical conductors.
7. Tests existing installations to determine faults and makes necessary repairs.
8. Exercises independent judgment in solving normal work problems.
9. Performs all other duties as assigned.

QUALIFICATIONS:

1. Minimum of four years of working experience as an electrician.
2. Must be a high school graduate or possess a G.E.D.
3. Must be able to acquire State of Ohio Electricians license within 24 months of hire or possess an electrical journeyman certification.
4. Skill in electricity, electronics, computers, and software including Windows, Microsoft Office, and other proprietary software.
5. High level of competence in troubleshooting energized and de-energized circuits; Ability to read and interpret schematics and blueprints. Ability to prepare total material lists and costs for projects.
6. Must be trustworthy and able to communicate satisfactorily with other employees and the general public.
7. Thorough knowledge of and skill in applying national and local electrical codes.
8. Must have full knowledge of occupational hazards and safety precautions in industrial settings.
9. Must be able to perform heavy manual labor, which includes lifting, reaching, stretching and bending.
10. Must have the ability to follow written and oral instructions.
11. Must have and continually maintain a working telephone (proof will be required and records must be kept up to date).
12. Must be available for emergencies which occur during off-duty hours.
13. Must have and maintain a valid Ohio Driver's License.

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14. Must demonstrate regular and predictable attendance.

EQUIPMENT OPERATED:

Including, but not limited to, digital multi-meters, power tools, & lift trucks.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORK CONDITIONS:

The employee has exposure to hot, cold, wet, humid, and/or windy conditions while working on various jobs; has exposure to various chemicals used in the wastewater industry; has potential exposure to water borne diseases, potentially noxious gases or vapors, entering confined spaces and use of ladders; varying degrees of noise, this position involves physically demanding manual labor.

RATES OF PAY:

STEP C: \$26.3987

STEP B: \$27.6234

STEP A: \$28.4344

NOTE: Successful bidder will enter at the Step C level.

SCHEDULE OF HOURS:

Regular schedule: Monday-Friday 7:00 a.m. – 3:30 p.m.

This position demands off-schedule hours, call-in hours, stand-by work, and other non-routinely scheduled duties. Incumbents must understand that their flexibility is second to the City's work demands during times of weather or service emergencies.

TO APPLY:

Complete and return a City of Elyria Employment Application Form available on the city website <http://www.cityofelyria.org> along with your resume and a cover letter explaining your interest in this position, why you think you are a good match, and how you think you can contribute to the City of Elyria as an Electrician Specialist. All application materials must be received by March 8, 2024 at 4:00pm. Mail or deliver the application to:

Human Resources
Elyria City Hall, Suite 103
131 Court Street
Elyria, Ohio 44035