

\*\*\*PLEASE POST\*\*\*

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Memorandum

DATE: October 27, 2020  
 To: All Qualified Applicants  
 FROM: Human Resources Department  
 SUBJECT: **JOB OPENING**

**POSITION:** ELECTRICIAN  
**SALARY RANGE:** \$35,374 - \$79,499  
**DEPARTMENT:** SKILLED TRADES SERVICES  
**HOURS OF WORK:** 8:00AM – 4:00PM  
**UNION AFFILIATION:** ISWA  
**FLSA:** NON-EXEMPT

Please see attached job description which includes a list of responsibilities and required qualifications.

Any qualified applicant interested in applying for this position should send a letter of interest and resume *OR* completed Employment Application to the Office of Human Resources. You may send via e-mail to [HR@jcha.us](mailto:HR@jcha.us) or fax to (201)547-6653. \*\*\* Position Open Until Filled \*\*\*

Please call the Office of Human Resources at 201-706-4680 if you have any questions.

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**Affirmative Action/Equal Employment Opportunity Statement**

It is the Jersey City Housing Authority policy to provide equal employment opportunity to all of its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information, please see the Non-Discrimination Statement at the following address: <http://www.nj.gov/lps/dcr/employ.html>

DT:em  
 xc: JCHA: V. Brady-Phillips/ A. Evans  
 ISWA: F.Parson  
 File: *JobPostings (ElectricianCover2020)*

**ELECTRICIAN****DEFINITION:**

Under direction, does varied types of work involved in the installation, inspection, repair, servicing and maintenance of electrical equipment, appliances, machinery and circuits; does related work as required.

**EXAMPLES OF WORK:**

- Inspects electrical wiring, fixtures, appliances, motors, generators, pumps, power circuits, and controllers of machines and elevators; ascertains the nature of needed repairs and/or replacement; performs necessary repair and installation.
- Installs, maintains, inspects, repairs and services high and low tension power and light feeders, generating and control equipment, relays, transformers, motors, pumps, switches, outlets, signal systems, and other electrical wiring, cables, fixtures, and appliances of varied types.
- Oils, greases and maintains in good working order electrical fixtures, appliances and other equipment, and replaces work parts.
- Uses various types of test equipment such as ammeters, voltmeters and ohmmeters.
- Makes emergency electrical repairs, troubleshoots malfunctions and breakdowns; inspects work in progress and completed work for defects, fire hazards or other unsafe conditions.
- When so required, instructs inmates of state institutions in simple electrical work.
- Is familiar with the use and nomenclature of various types of conduits and fittings, cables, insulators and other equipment.
- Works from electrical schematics, plans and specifications in accordance with established procedures.
- Requisitions, stores, safeguards and properly uses electrical equipment, materials and supplies.
- Keeps records of equipment used, work done, and time spent.

**REQUIREMENTS AND QUALIFICATIONS:****Education/Experience/License:**

- ❑ High School Diploma or GED.
- ❑ Three (3) years of experience in work involving the installation, inspection, repair, servicing and maintenance of electrical equipment, appliances, machinery and circuits.

**Education/Experience/License: (cont'd)**

- ❑ Appointee is required to be a licensed Electrician in the State of New Jersey.
- ❑ Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of this position.

**Knowledge and Abilities:**

Note: Appointees may be required to pass a colorblindness test.

- ❑ Knowledge of the problems, equipment and techniques involved in installing, inspecting, repairing and maintaining cables, wiring, motors, generators, pumps, refrigerators, radios, sound equipment, switchboards, oil machinery and circuits.
- ❑ Ability to read and interpret plans, specifications and diagrams.
- ❑ Ability to analyze problems involving electrical installation, inspection, maintenance and repair work, and develop effective work methods.
- ❑ Ability to install, inspect, repair and maintain cables, wiring, motor, generators, pumps, refrigerators, radios, sound equipment, oil burners and other types of electrical equipment, appliances, fixtures, machinery and circuits under varying circumstances.
- ❑ Ability to understand, remember and carry out oral and written directions; to take needed safety precautions in performing the work; to obtain, store, safeguard and properly use needed equipment, materials and supplies, and to maintain simple records.
- ❑ Ability to observe the required safety precautions.
- ❑ Ability to keep simple records of work done, materials used, and time spent.
- ❑ Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.
- ❑ Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position.
- ❑ Good health and freedom from disabling physical and mental defects which might impair the proper performance of the require duties or which might endanger the health and safety of oneself or others.

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