

**CITY OF BELLE PLAINE
POSITION DESCRIPTION**

POSITION TITLE: Public Works – Licensed Electrician

DEPARTMENT: Public Works

SUPERVISORS: Public Works Superintendent
City Administrator

OVERVIEW OF POSITION: Under general supervision, performs electrical work involving the construction, installation, alteration, maintenance, and repair of electrical and electronic systems and assists the Public Works Superintendent with the execution of his/her duties; performs related duties as required.

SUPERVISES: The Licensed Electrician demonstrates a full understanding of the principles, terms, procedures, and practices associated with the electrician trade, provisions of building codes, fire codes, and ordinances pertaining to electrical standards and demonstrates to others how to apply this understanding and is under the direct supervision of the Public Works Superintendent.

ESSENTIAL JOB FUNCTIONS: (The listed examples may not include all the duties performed by this position).

- Assist the Public Works Superintendent with the execution of his/her duties; perform related duties as required.
- Maintains, repairs, and installs instruments, apparatus, and equipment, including high and low voltage systems.
- Installs, maintains, and tests electrical equipment used in operating a variety of equipment such as traffic signals, streetlights, pumps, microprocessors, control panels, and transformers.
- Applies electrical expertise in facility construction, maintenance, and repair. Utilizes aerial personal lifts, ladders, and manual tools.
- Performs duties of Public Works I and II positions as directed and necessary.
- Adheres to OSHA requirements and established safety policies and practices. Performs related duties and responsibilities as assigned.
- Attends training and continuing education courses as needed.

MINIMUM QUALIFICATION

- Valid Minnesota Class “B” (CDL) driver’s license (or must obtain within six months).
- Must possess a Class A Master electrician’s license issued by the State of Minnesota.
- Demonstrates an understanding of and an ability to adhere to OSHA requirements and established safety policies and practices of the industry and the department. Applies this understanding to the assigned work.
- Demonstrates an ability to maintain professional expertise by keeping current with various building, fire, and electrical codes, industry standards, and equipment changes. Utilizes and shares the knowledge and best practices with others.
- Demonstrates an ability to assist in preparing cost and materials estimates.
- Demonstrates an ability to utilize a broad range of job-related tools, equipment, testing devices, and software applications as needed to achieve desired results for the work assigned.

- Demonstrates an ability to identify unsafe work practices, and the full range of risks and liability implications associated with electrical work. Works to minimize associated risks and refers issues when appropriate to a supervisor.

ESSENTIAL PHYSICAL REQUIREMENTS:

- Ability to perform heavy manual labor;
- Ability to sit, stand, bend, crouch, squat, kneel, stoop, and walk for extended periods of time;
- Ability to lift and carry fifty (50) pounds;
- Ability to speak, read, write, and understand English;
- Hearing normal or corrected to normal;
- Eyesight 30/40 or corrected to 30/40;
- Ability to work in conditions presenting exposure to hazardous materials, adverse weather conditions, confined spaces, and noisy or unstable working environments, above and below ground level.