

CITY OF EDGEWATER

JOB DESCRIPTION

POSITION TITLE: Operations Maintenance Electrician

CLASSIFICATION: Certified/licensed Personnel

FLSA: Non-Exempt

DEPARTMENT: Wastewater Collections

PAY GRADE: 108

REVISION DATE: February 9, 2024

GENERAL SUMMARY

Under general supervision, the position is responsible for installing, repairing, and maintaining both Wastewater Treatment Plant and Water Treatment Plant assets. These assets include sewer collection systems, pumps, electrical circuitry, and other mechanical systems located at various municipal locations. The position reports to the Wastewater Collections Superintendent.

PRIMARY DUTIES AND RESPONSIBILITIES: *(all duties may not be performed by all incumbents)*

Maintains electrical panels using the ability to troubleshoot such components as transformers, relays, phase monitors, alternators, breakers, motor starters, alarms, float switches, submersible as well as non-submersible motors, and any other equipment of the electrical operation of a lift station.

Performs electrical repairs, maintenance, and repairs at municipal facilities including the Water and Wastewater Treatment Plants.

Maintains, troubleshoots, and repairs the City's wastewater collection system, to sustain the proper operating conditions of sewer lift stations, sewer lines, manholes, air release valves, check valves, plug valves, and any other equipment used in wastewater collection.

Installs, maintains, and repairs various electrical fixtures and equipment. This includes outlets, lights, motor starters, motors, and electrical panels. Wires buildings and makes additions to existing wiring.

Assists and trains skilled workers of related trades in general electrical safety, troubleshooting, and maintenance work.

Will be required at times to contact repair/service facilities for parts, quotes, and repair status of equipment.

Uses vacuum truck for opening blocked sewer lines, degreasing lift stations, and assisting wastewater plant in some duties.

Performs confined space entries and uses various confined space equipment.

Participates in on-call rotation and assists other collection employees in emergencies.

Foster positive employee relations and employee morale on a City-wide basis.

May be required to return to work to assist with emergency management preparation, response, and/or recovery activities.

May perform a variety of miscellaneous duties such as:

Inspects manholes, sewer lines, lift stations, and any other work done by contractors to ensure proper work ethics and to uphold City policies and guidelines.

Utilizes/operates and maintains various types of equipment required, specifically:

Sewer Vacuum Truck

Meters

Various Hand Tools

Pumps

Gauges

Closed Circuit Television

Generators

Winches

Confined Space Equipment

Prepares, reviews, and/or maintains various types of documents required, specifically:

Weekly Reports	Schematics	Diagrams
Status Boards	Hand Meters	Daily Log Sheets
Maps	Wiring Diagrams	

Interacts with the following individuals in the performance of duties:

Immediate Supervisor	Co-workers	General Public
Contractors	Utility Division Manager	

JOB SPECIFICATIONS

Education and Experience:

A high school diploma (required)

Current State of Florida Journeyman Electrical License (required or obtained within 72 months)

3-5 years of additional training in mechanical and electrical maintenance or repair of wastewater collection systems (preferred)

Valid Florida Commercial (Class “B” with tanker endorsement) driver’s license (required or obtained within 24 months)

Wastewater Collection “C” Certification (required or obtained within 18 months)

Confined space training (required or obtained within 6 months)

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities may be considered.

KNOWLEDGE

Must have the knowledge of:

Methods, practices, and procedures for mechanical servicing requirements and wastewater maintenance.

Certification is required for the position.

Principals, practices, methods, theories, and materials used in the electrical trade.

Occupational hazards of the electrical trade and necessary safety precautions for working with sewer and confined space. 480, 240, and 120-volt electrical systems.

The normal operating condition of sewer collection machinery.

The preparation and maintenance of records and reports.

Recognize and handle unacceptable/hazardous materials properly.

The layout of the City as necessary to conduct work along assigned routes.

SKILLS/EFFORT

Must have the ability to:

Work collaboratively with others, help when needed, and focus on team goals over individual concerns to foster a positive team spirit committed to shared objectives.

Understand and apply departmental policies and procedures.

Understand and apply oral and written instructions.

Complete daily tasks within assigned time frames.

Read and interpret blueprints, schematics, and diagrams.

Obtain and/or maintain required certifications and licensing.

Perform work safely and effectively.

Inspect machinery and mechanical equipment in operation to detect flaws and defects in operations and affect the necessary repairs.

Work under a degree of stress related to duties that require deadlines and accuracy.

Environmental Conditions:

Outdoor environment with exposure to discomforting and dangerous working conditions.

Physical exertion in lifting/moving items weighing up to 50 pounds.

Routine travel is required along daily assigned routes.

Occasional overnight travel is required.

Other physical/mental requirements may apply.

Supervisory/Budget Authority:

None

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. The physical demands described herein are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

APPROVAL OF OPERATIONS MAINTENANCE ELECTRICIAN JOB DESCRIPTION

CITY MANAGER

DEPARTMENT DIRECTOR

HUMAN RESOURCES DIRECTOR

DATE