

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

VACANT

Work Phone:

2. Class Title (i.e. payroll title):

Maintenance Electrician 2

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Tom Skaife, Parks General Supervisor

Work Phone: 267-4937

5. Department, Division & Section:

DPW, Parks, Facilities Maintenance

6. Work Address:

1402 Wingra Creek Parkway
Madison, WI 53715

7. Hours/Week: 40

Start time: 6:00AM End time: 2:00 PM

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

VACANT

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10. Position Summary:

This is highly skilled lead and journey-level electrical work in the maintenance, installation and repair of electrical equipment and systems (including heating, ventilation, pumping and control equipment, and air conditioning equipment); and other skilled work in the overall maintenance of designated facilities throughout the City of Madison. The work involves researching, coordinating, designing, and directing the fabrication of electrical components and the evaluation of complex electrical systems and associated work. This may involve leading and overseeing various projects involving skilled trades team members such as carpenters, plumbers, and associated maintenance mechanics under the general supervision of a Facilities Maintenance Supervisor. Work is characterized by the exercise of independent judgment and discretion in laying out work and in directing other building maintenance workers. Work is performed in accordance with general instructions and procedures and reviewed for overall results.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 30% A. Perform journey-level installation, inspection and maintenance work and systems analysis on electrical and other systems in the Parks Division.
 - 1. Install and maintain electrical facilities and systems in accordance with the National Electrical Code and Wisconsin Administrative Codes.
 - 2. Inspect and make repairs to electrical facilities for conformance with the NEC and COMM 16.
 - 3. Develop comprehensive ongoing maintenance schedules, and plan for their implementation. Maintain related plans, drawings, and schematics.
 - 4. Lead in the more judgmental and/or discretionary elements of electrical trades work, to include needs assessment, research, problem resolution, system design, and associated coordination with contractors, engineers, and architects.
 - 5. Oversee diverse and complex facility maintenance programs which include various integrated systems involving electrical, plumbing, and mechanical sections.
 - 6. Train and supervise maintenance mechanical staff in various complex systems to perform the full-range of electrical trades work as may be required.
 - 7. Consult with other departments and/or external agencies in the resolution of special equipment and system problems.

 - 15% B. Oversee new construction projects performed by internal employees and/or by contractors.
 - 1. Perform quality and conformance inspections of work completed by contractors on new construction and remodeling projects.
 - 2. Consult with design engineers, and participate in designing and developing specifications for new electrical facilities and construction projects.
 - 3. Work with the Parks Planning Surveyor for updating as built drawings from contractors to be put on micro-station system.
 - 4. Perform general building alterations, modifications and repairs. Assist vendors in the installation of major equipment such as furnaces.
 - 5. Design and construct specialized mechanical equipment and fabricated parts involving welding and metalworking techniques.

 - 20% C. Serve as leadworker over Electrical Section employees
 - 1. Lead and supervise various project work involving skilled trades team members such as carpenters, plumbers, and associated maintenance mechanics under the general supervision of the Parks Facilities Maintenance Supervisor.
 - 2. Train, assign, and oversee the work of skilled, semi-skilled, and seasonal employees in the maintenance and repair of Parks Division facilities, equipment, and systems.
 - 3. Refer performance and/or other employee relations problems to the Parks Facilities Maintenance Supervisor for resolution.
 - 4. Prepare and maintain records and reports. Develop and maintain an equipment and supply inventory. Provide for the day-to-day administrative needs of the section.
 - 5. Requisition materials, parts, and supplies for electrical, HVAC and other related maintenance and repair activities.

 - 20% D. Perform routine electrical maintenance activities on Parks Division facilities.
 - 1. Coordinate and perform preventive maintenance on various heating, ventilating, and air conditioning systems, fan motors, valves, compressors, pump appliances, starter motors, communication systems, security systems, air handlers, pneumatic control systems, and ventilating equipment.
 - 2. Perform heating and air conditioning system start-up and shut-down services for boilers, electrical and gas forced air systems, and air conditioning systems.
 - 3. Develop procedures and practices for the installation, operation, and maintenance of various electrical facilities and systems.
 - 4. Install new lighting circuit and fixtures, outlets, switches, relays, circuit breakers, power disconnects, circuit panels, etc.
 - 5. Install new or replace various electrical and electronic control components on various boiler forced air furnaces, ventilating and air conditioning systems.
 - 6. Design, install and maintain electrical control systems and wire systems.

7. Maintain and service specialized equipment such as heaters, furnaces, ice machines, freezers, varied food service equipment, air compressors, public address and scoreboard systems, etc.
8. Maintain and service specialized lighting systems at athletic fields, buildings, parking facilities, etc. Use the tower truck to make repairs as necessary.

15% E. Perform routine maintenance activities on Parks Division facilities.

1. Operate a variety of different types of service vehicles and equipment including backhoe, trencher, fork lifts, front end loaders, bobcat style skid loaders, dump truck and other related vehicles.
2. Perform diverse facility maintenance and repairs such as: minor carpentry, plumbing, painting and welding repairs; the repair of telephone systems, electric generators, power mowers, tractors, other power grounds equipment; and the maintenance and repair of water softeners and heaters, and auxiliary pumps.
3. Perform exterior building maintenance and repair work (e.g., tuck pointing, caulking, black top and cement repair, etc.).
4. Assist parks maintenance mechanics and carpenters in general facilities maintenance related tasks as needed.
5. Perform other related emergency maintenance work as required.
6. Operate snow plow in winter.
7. Perform other duties as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the principles, techniques, and tools of the electrical trade, including principles, practices and techniques applicable to the maintenance, installation and repair of electrical and electronic systems and equipment, including HVAC and similar equipment. Thorough knowledge of related building construction principles, codes, practices, and nomenclature. Thorough knowledge of related safety precautions and requirements. Thorough knowledge of diverse facility maintenance principles and practices applicable to carpentry, plumbing, painting and welding projects, etc. Thorough knowledge of National Fire Protection Association standards and the National Electrical Code. Ability to inspect for electrical code compliance. Ability to prepare routine reports and keep accurate records. Ability to develop, read, and interpret electrical plans and schematics. Ability to utilize applicable testing equipment in the diagnosis of facility maintenance and repair issues and to take necessary corrective action. Ability to effectively plan, assign and lead the work of employees and crews. Ability to provide diverse facility maintenance consultation. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective public and internal working relationships. Ability to perform physically demanding work; to work in confined spaces; and to exercise sensory acuity in related diagnostic and repair work. Ability to work in inclement weather. Ability to respond to emergency situations outside of regular work hours. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession and maintenance of a Wisconsin Journeyman Electrician license. Certification in CPR and First Aid or the ability to obtain certification within the probationary period. This position requires the possession and maintenance of a Wisconsin Class B Commercial Driver's License or the ability to acquire within 6 months of hire.

15. Physical requirements:

Ability to work for prolonged periods in harsh weather conditions causing work-related emergencies (e.g., tornadoes; ice, wind, thunderstorms; etc.). Ability to visit a variety of fieldwork sites (e.g., wooded areas, hilly uneven terrain, wetlands, shorelines, etc.) and inspect work. Ability to lift 75 lbs.

16. Supervision received (level and type):

Reports to the Parks Facilities Maintenance Supervisor

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.