

CITY OF MADISON POSITION DESCRIPTION

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

Work Phone:

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

Custodial Worker 1 – Level 1 (16/02)
Custodial Worker 2 – Level 2 (16/07)
Facilities Maintenance Worker (16/09)

3. Working Title (if any):

Green Power Trainee LTE – Level 1 (16/02)
Green Power Trainee LTE – Level 2 (16/07)
Green Power Trainee LTE – Level 3 (16/09)

4. Name & Class of First-Line Supervisor:

Matthew Parks, Electrician Foreperson

Work Phone: 266-4430

5. Department, Division & Section:

Public Works, Engineering – Facilities Maintenance

6. Work Address:

1600 Emil St., Madison, WI 53713

7. Hours/Week: 40

Start time: 7:00 AM End time: 3:30 PM

8. Date of hire in this position:

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

10. Position Summary:

This is a trainee position in which incumbents learn the skills required to perform semi-skilled to skilled work in the installation, maintenance, and repair of electrical and other systems and equipment found in a wide range of municipal facilities operated and maintained by the Engineering Division. The primary focus of this position is electrical work, but incumbents will gain experience in other areas of facility installation, maintenance, and repair such as plumbing and HVAC, as well.

A goal of this program is to provide employees the skills necessary to successfully compete for professional level, permanent skilled trades and facility maintenance positions in a variety of city departments as those openings become available.

Employees in this classification participate in a training and career progression program, as well as receiving on-the-job training. An individualized training program developed for the Trainee will provide for classroom and on-the job training to allow and guide advancement from a Level 1 Green Power Trainee LTE to a Level 3 Green Power Trainee LTE.

Green Power LTE Trainees demonstrate the ability to perform assigned essential functions and duties within a structured training program lasting up to 4 years. Initial placement in the trainee progression is determined for each employee based on their training and experience at time of hire.

Level 1 – Green Power Trainee LTE (16/02) Employees at this level are provided training to provide fundamental job knowledge and skills in the areas of component identification, tools, measurements, safety, introductory electrical theory, and basic mechanical concepts. Training consists of a combination of classroom, online, self-study, and on-the job activities. Employees work directly with licensed electricians to learn the basic skills necessary to successfully assist in the installation of electrical systems (eg PV, EV charging systems, and LED lighting, etc.). Trainees will also work with experienced facilities maintenance technicians to learn basic building maintenance and repair tasks and gain hands-on experience in identifying job hazards and the proper use of PPE; tool selection, use and care; and basic maintenance and repair activities. Duration of this level is to be one year. Upon successful completion of probationary, the employee shall be reclassified to Level 2 Trainee.

Level 2 – Green Power Trainee LTE (16/07) Employees at this level are provided training in math and science related to increasingly complex electrical, HVAC/R, and/or plumbing trades. Training consists of a combination of classroom, online, self-study and on-the job activities. Employees work directly with an experienced skilled tradesperson to apply the math and science concepts in the field and gain hands-on experience. At this level employees will be expected to begin to manage routine maintenance requests independently. Estimated duration of this level is one year and is based upon employee's advancement and obtaining required certifications. Upon successful completion of this level the employee shall be reclassified to Level 3 Trainee.

Level 3 – Green Power Trainee LTE (16/09) Employees at this level are provided training to gain in-depth knowledge of concepts and procedures relative to electrical, HVAC/R, and/or plumbing trades. Training consists of a combination of classroom, online, self-study and on-the job activities. Employees work directly with an experienced technician to apply theoretical concepts in the field and gain hands-on experience. Employees at this level will also perform a broad range of semi-skilled tasks to include electrical, HVAC/R, and plumbing maintenance, repairs, and/or installations.. This class is characterized by significant time spent independently performing semi-skilled installation and repair work. Employees exercise judgment and discretion in identifying and completing necessary maintenance and repair tasks under the general supervision of a higher-level supervisor. The work is characterized by the independent nature of the tasks performed and may involve overseeing the work of lower-level staff. Duration of this level is up to 2 years.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

Green Power Trainee - Level 1 (16/02)

1. Participate in classroom, online, self-study and on-the-job training activities.
2. Observe and assist experienced skilled tradespersons in the performance of routine preventive maintenance activities, repairs, and installations.
3. Pick up and deliver parts and materials for jobs.
4. Clean up job site at end of the day.
5. Clean and maintain assigned tools, and perform routine maintenance on special equipment used in the work.
6. Assist hourly staff.
7. Maintain effective working relationships.
8. Perform other related work as assigned.

Green Power Trainee - Level 2 (16/07)

1. Participate in classroom, online, self-study and on-the-job training activities.
2. Observe and assist experienced skilled tradespersons in the performance of routine preventive maintenance activities, repairs, and installations.
3. Independently perform routine assignments in connection with the operation, maintenance, and installation of photovoltaic electric, building lighting systems, electric vehicle charging systems, and other building systems.
4. Observe and assist experienced technicians in the performance of HVAC/R installations and maintenance tasks.
5. Pick up and deliver parts and materials for jobs.
6. Clean up job site at end of the day.
7. Clean and maintain assigned tools, and perform routine maintenance on special equipment used in the work.
8. Assist and direct hourly staff.
9. Maintain effective working relationships.
10. Perform other related work as assigned.

Green Power Trainee - Level 3 (16/09)

1. Participate in classroom, online, self-study and on-the-job training activities.
2. Observe and assist experienced electricians and technicians in the performance of routine preventive maintenance activities, repairs and installations.
3. Prioritize work assignments as required to meet established maintenance objectives.
4. Perform routine preventive maintenance activities. Report issues. Observe and assist experience Technician in troubleshooting and repair.
5. Independently perform routine assignments in connection with the operation, maintenance, and installation of photovoltaic electric, building lighting systems, electric vehicle charging systems, and other electrical building systems.
6. Independently perform routine assignments in connection with the operation of low-pressure boiler and other heating systems, air conditioning and water systems, fire alarms, security, and other building equipment. Operate, schedule, and maintain heating, ventilating and air conditioning systems, including using a computerized building automated system.
7. Respond to routine customer service call requests during regular business hours and after-hours.
8. Pick up and deliver parts and materials for jobs.
9. Clean up job site at end of the day.
10. Clean and maintain assigned tools, and perform routine maintenance on special equipment used in the work.
11. Maintain effective working relationships.
12. Perform other related work as assigned.

12. Primary knowledge, skills and abilities required:

Trainee Level 1

Knowledge of the materials, supplies, and methods commonly employed in a variety of electrical installations; including photovoltaic, lighting, and electric vehicle charger systems. Knowledge of related tools and equipment and their care and maintenance requirements. Ability to understand and carry out instructions. Ability to develop and maintain effective working relationships. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

Trainee Level 2

Working knowledge of the materials, equipment, supplies, and methods commonly employed in a variety of electrical installations; including photovoltaic, lighting, and electric vehicle charger systems. Working knowledge of related tools and equipment and their care and maintenance requirements. Basic knowledge of the function, maintenance, and control of HVAC/R systems. Ability to understand and carry out instructions. Ability to perform assigned tasks without close supervision alone or as part of a team. Ability to develop and maintain effective working relationships. Ability to maintain routine records. Ability to communicate effectively both orally and in writing. Ability to use computers in performing and recording maintenance activities. Basic knowledge of the use of common hand and power tools utilized in electrical construction and building maintenance. Ability to maintain adequate attendance.

Trainee Level 3

Working knowledge of the materials, equipment, supplies, and methods commonly employed in a variety of electrical installations; including photovoltaic, lighting, and electric vehicle charger systems. Basic knowledge of the function, maintenance, and control of HVAC/R systems. Knowledge of and ability to use computer software applicable to the duties of the position. Ability to understand and carry out instructions. Ability to perform assigned tasks without close supervision alone or as part of a team. Ability to work independently and to exercise judgment. Ability to develop and maintain effective working relationships. Ability to communicate effectively both orally and in writing. Ability to maintain routine records. Ability to use computers in performing and recording maintenance activities. Working knowledge of the use of common hand and power tools utilized in electrical construction and building maintenance. Ability to maintain adequate attendance.

Training and Experience

Trainee Level 1

Generally, positions in this classification will require:

All Green Power hourly staff (past or current) will be considered for this position.

Specific training and experience requirements will be established at the time of recruitment.

Trainee Level 2

Generally, positions in this classification will require:

At least one year of experience performing related work. Other combinations of training and/or experience, which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position, will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Trainee Level 3

Generally, positions in this classification will require:

Two years of varied semi-skilled electrical installation and repair work. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of these positions will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

13. Special tools and equipment required:
Hand and power tools, testing equipment, computer.

14. Required licenses and/or registration necessary for hire in each level:

Trainee Level 1

- Possession of a valid Wisconsin Driver's License
- OSHA 10
- MREA PV 101: Basic Photovoltaics

Trainee Level 2

- Possession of a valid Wisconsin Driver's License.
- Registered Electrician
- OSHA Safety for Electricians
- MREA PV 201: PV Site Assessment
- North American Technician Excellence (NATE) Ready to Work Certificate
- First Aid, CCR & AED Certification

Trainee Level 3

- Possession of a valid Wisconsin Driver's License.
- EPA Universal Certification
- Fire Extinguisher Maintenance License
- Commercial & Industrial Wiring (2017)
- MREA PV 202: PV System Design

15. Physical requirements:

Employees in this position may be expected to lift up to 75 pounds on a regular basis. Employees must be able to engage in strenuous physical labor, bend, twist, climb ladders, etc., and will be expected to work in inclement weather conditions. In addition, employees may be expected to respond to emergencies outside of regular work hours.

16. Supervision received (level and type):

Level 1 – Employees performed work under the direct supervision of a higher level Facilities Maintenance Electrician or Technician.

Level 2 - Employees perform assigned tasks subject to established methods and routines and work is reviewed, for conformation with work standards, in assigned work areas by a supervisor or lead worker.

Level 3 - Employees exercise judgment and discretion in identifying and completing necessary maintenance and repair tasks under the general supervision of a higher-level 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.