



JOB DESCRIPTION

TITLE: LEAD MAINTENANCE ELECTRICIAN
STATUS: Union/FLSA Non-Exempt
GRADE: Grade 17

JOB SUMMARY:

Responsible for leading, scheduling, training, assigning and performing the work of District Electricians; coordinates and manages design, construction, installation, modification, maintenance and repair of electrical systems in all District buildings, facilities, and other equipment as required.

REPORTING RELATIONSHIPS:

This position reports to the Facilities and Fleet Manager. This position provides work assignments and direction to Maintenance Electricians.

ESSENTIAL DUTIES include the following:

- Determines required equipment and materials to complete electrical related work orders and ensures that the appropriate equipment, materials and staff are assembled to complete assigned work; responsible for coordinating all electrical work with other departments, and ordering necessary equipment or materials;
- Assesses the conditions of work sites and areas and assists staff when needed in determining proper layout and approach for safe and efficient work;
- Directs on-site activities of staff; trains staff in proper methods and techniques; assigns specific tasks;
- Inspects the work of staff for adherence to standards and instructions when needed; provides direction; advises supervisors regarding probationary periods and performance appraisals;
- Helps to identify and makes staff aware of hazardous conditions; observes and instructs workers regarding safety practices; may oversee the layout of barricades, warning signs and other public safety devices if necessary to complete the work; reports suspected or noticeable electrical safety problems to supervisor; responsible for the maintenance of all electrical equipment for safe operation;
- Performs the work of a Maintenance Electrician and works on electrical services up to 12,750 volts;
- Works with contractors and vendors to coordinate and complete contracted out work related to electrical maintenance; responds to inquiries from the public and confers with property owners who may be impacted by electrical work; responsible for minor in-field changes to proposed plans due to unforeseen conflicts in cooperation with contractors, vendors, the public or other jurisdictions;
- Coordinates any necessary permitting for electrical work to be done;
- Responsible to review and develop contract and construction electrical specifications to ensure the longevity and efficiency of electrical equipment;
- Conducts and documents safety meetings when necessary, fills out incident/accident reports, and completes work orders and logs daily activities within District CMMS system; and
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Standard methods, practices, tools, machinery, and equipment used to perform electrical maintenance at a level necessary to provide instruction and direction to other employees;
- Principles and practices of leadership;
- Computers and software programs necessary to perform the essential functions of this position;
- Applicable safety regulations, electrical code and policies;
- Reading and understanding as-builts;
- Control systems, Programmable Logic Controllers, and variable frequency drives;
- Auxiliary power generators and automatic power transfer switches; and
- Basic SCADA principles and process.

Skill in:

- Providing leadership, direction, coaching, and training;
- Reading and following complex directions;
- Working without continuous direct supervision;
- Diagnosing, troubleshooting, maintaining and repairing mechanical and electrical machinery, equipment and systems;
- Working on electrical services up to 12,750 volts;
- Maintaining cooperative working relationships with management, District staff, and the public demonstrating sensitivity to and respect for a diverse population; and
- Communication, both oral and written, as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction and carry out directions.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years of experience in an industrial electrical environment related to the Water and Wastewater industry and the equivalent of an associate's degree in industrial electrical fields.

Licensing Requirements:

Possess and maintain a Valid Washington State Driver's License with acceptable driving record, CPR/First Aid Card, and a General Electrician (01) license/certificate; must be able to obtain an Electrical Administrator license/certificate within one year of employment.

WORKING CONDITIONS:

Duties are primarily performed in the field where there is exposure to extreme weather conditions, high voltages, heights, exhaust fumes, intense noise, confined space, grease, chemicals, mechanical parts, electrical currents, machinery. Work requires travel to work sites throughout the District.

PHYSICAL REQUIREMENTS:

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, and repetitive motions.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.