



## **JOB DESCRIPTION**

**TITLE: SR. MAINTENANCE ELECTRICIAN**  
**STATUS: Union/FLSA Non-Exempt**  
**GRADE: 16**

### **JOB SUMMARY:**

Incumbent is responsible for performing preventative & corrective electrical maintenance on District facilities including sewage lift stations, water pump stations, wastewater treatment facility, and office buildings.

### **REPORTING RELATIONSHIPS:**

This position reports to the SCADA/Electrical Manager. This position receives direction and training from the Lead Maintenance Electrician. This position does not supervise other positions but is a senior employee and will provide direction, guidance, training, and leadership to employees in lower level classifications. Incumbents in this position may be expected to fill in for the Lead Maintenance Electrician on a temporary basis and may provide work assignments, instruction, and training to employees while being responsible for the safety and performance of employees.

### **ESSENTIAL DUTIES**

Include the following:

- Performs preventative maintenance on various District electrical equipment at offices, reservoirs, lift-stations, pump stations, mini-lift stations, and the wastewater treatment plant;
- Inspects, diagnoses, troubleshoots, maintains, repairs and modifies various District electrical equipment as needed and in cooperation with the Lead Maintenance Electrician;
- Maintains all electrical equipment for the safe operation of both personnel and equipment;
- Works on electrical services from 120 volts to 12,750 volts;
- Directs on-site activities of staff; trains staff in proper methods and techniques;
- Inspects the work of staff for adherence to standards and instructions when needed;
- Assists in design & construction of electrical systems and equipment;
- Works on Low Voltage Communication and automated control circuits of 24V or more.
- Responsible for organization and completion of assigned tasks while responding to daily operations needs;
- Responsible for computerized entry of maintenance records and ordering of necessary electrical materials;
- Coordinates any necessary permitting for electrical work to be done;
- Competently performs all assigned tasks and assists in the training of other District personnel in electrical systems hazards and repairs;
- Responds to duty after normally scheduled work hours including nights and weekends as required;
- Assists other District staff including SCADA, mechanics, Wastewater Treatment Facility and utility workers as needed;
- 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 to other employees;
- Repair and maintenance of mechanical and electrical machinery, equipment and automation systems;
- Computers and software programs necessary to perform the essential functions of this position;
- Applicable safety regulations, state and local electrical code and policies;
- Reading and understanding prints, electrical schematics and as built drawings;
- Industrial electrical applications of machinery and electrical distribution equipment;
- Motor control systems, including Programmable Logic Controllers, and variable frequency drives;
- Maintaining Auxiliary power generators and automatic power transfer switches;
- Basic SCADA and automatic control systems principles and process.

### **Skill in:**

- Providing coaching, mentoring, and training to employees;
- Diagnosing, troubleshooting, maintaining and repairing electrical machinery, electrical equipment and automated electrical systems;
- Working without continuous direct supervision;
- Working on electrical distribution and control equipment up to 12,750 volts;
- Prioritizing and planning of daily work assignments;
- Proper use and operation of tools & test equipment in the troubleshooting of electrical systems;
- Operating safety equipment such as tripods, harnesses, and fall protection equipment;
- Using computer and related software applications, including Microsoft Office suite;
- Maintaining cooperative working relationships with management, District staff, and the public demonstrating sensitivity to and respect for a diverse populations; and
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**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 a minimum of two years of related journeyman level experience in an industrial electrical environment and two years of related electrical schooling or training, and one year of water and wastewater systems experience.

### **Licensing Requirements:**

Possess and maintain a Valid Washington State Driver's License, CPR/First Aid Card, and at least a General Electrician (01) license from the State of Washington.

### **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 boundaries.

**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.*

Approved: February 5, 2007  
Revised: February 7, 2011  
Revised: January 23, 2019