

**JOB DESCRIPTION
CITY OF DUMAS**

MAINTENANCE ELECTRICIAN

Reports To:	Communications Director	FLSA Status:	Non-Exempt
Effective Date:	01/2012	Revision Date:	N/A

Job Summary:

Under general supervision, performs various duties related to electrical systems and structures.

Essential Job Functions:

- Install, maintain, repair and/or replace electrical wiring, equipment, and fixtures
- Diagnose malfunctioning electrical systems
- Inspect electrical systems to detect hazards, defects, and need for adjustments or repair
- Prepare sketches or read blueprints to determine location of wiring and equipment
- Test electrical systems and continuity of circuits within wiring, equipment, and fixtures
- Operate power tools and heavy equipment as necessary to fulfill job obligations
- Coordinate power sources for various community groups and city-wide functions

Other Job Functions:

- Perform other tasks as needed or directed

Working Conditions:

Job is performed in both office and outdoor environments with frequent exposure to noise, dust, fumes, chemicals, extreme weather conditions, and close proximity to mechanical/electrical and rotating equipment hazards. Position may require the following abilities: Stand, sit and walk for extended periods of time; regularly lift, carry, push, pull or otherwise move items weighing up to 100 pounds; seeing, speaking, and hearing necessary to issue and follow oral and written instructions; working in confined spaces; working at elevated heights; climbing ladders, reaching above shoulder level, using hand(s) for simple or firm grasping, bending, stooping, kneeling; reading a computer screen; depth perception; color vision.

(Mental and physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.)

Required Education, Certificates, and/or Licenses:

- High school diploma / GED
- Valid Texas Class C Driver's License

Experience, Training, Knowledge, and Skills:

Ability to read and analyze blueprints; knowledge of Motor Control principles, NEC code, spreadsheet and word processing software; technical skills necessary to run wire, install conduit and operate power tools; ability to understand programmable logic controls; working knowledge of pumps, motors, valves, hydraulics and pneumatics; demonstrated safety awareness, communication, problem solving, and organizational skills; ability and willingness to take direction and work with others to accomplish required job tasks.