

## CITY of AZTEC JOB DESCRIPTION

**Job Title:** Municipal Electrician  
**Department:** Electric  
**Shift:** Regular 40 hours per week-24 hour on-call  
**Pay Plan:** EL-17 \$35.00 Hr.  
**Exempt:** No  
**Reports To:** Electric Superintendent  
**General Direction From:** Crew Leader & Electric Superintendent  
**Position Closes:** **Open Until November 21, 2024 @ 6:00pm**

### PURPOSE & NATURE OF JOB

The Municipal Electrician is responsible for the delivery of safe reliable power within City-owned buildings and Utility customers

### ESSENTIAL DUTIES

Experienced Journeyman Electrician to undertake a variety of tasks relating to the installation and maintenance of the City of Aztec-owned electrical infrastructure.

The Municipal Electrician must be a responsible individual with great attention to safety and a good communicator both oral and written.

The ideal candidate must be experienced in different kinds of electrical devices and systems. Experience with high voltage and solar power generation equipment a plus.

Perform infrared scans and preventive measurements to help avoid failures by inspecting and replacing old wiring and insulated cables and electrical equipment.

Perform effective troubleshooting to identify hazards or malfunctions and repair or replace damaged components.

Must have experience in industrial and/or commercial electrical systems.

Must have a thorough knowledge of safe work practices and NFPA 70E and NEC code.

Excellent critical thinking and problem-solving abilities.

Flexibility to work overtime as required and emergency callout.

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Prepares weekly and monthly progress reports and timesheets of activities.

Schedules electrical equipment inspections.

Initiates work orders to correct deficiencies, establishes priorities for correcting deficiencies, and ensures that the work is accomplished promptly, correctly, and ultimately safely.

Schedules tool and equipment inspections.

Participates in the safety program for the Electric Department and keeps abreast of modern safety practices and adheres to prescribed safety regulations and codes.

Recommends, in writing, the need for system improvements or operations.

Responsible for maintaining an adequate supply of material and equipment; prepares or requests the preparation of requisitions for materials, supplies, equipment, specifications, and may evaluate proposals or bids of such items within funding limitations.

Required to perform Meter Technician work on occasion.

Locates and assesses problems and makes repairs in order to restore power to customers as quickly as possible in a safe and efficient manner.

Repair, replace, install and maintain electric infrastructure within City buildings and plants considered electrical maintenance items.

Install fiber optic cabling and communication cabling and equipment throughout the City to enhance or repair City-owned communications systems.

Monitor, repair, and replace equipment associated with Solar installations and Electric Substation(s) owned or operated by the City.

Makes new customer service connections by installing meters, performs disconnects or reconnects of existing services.

Read, install, remove, test, troubleshoot and service water meters for the City of Aztec Utility System when needed.

Install, maintain, test, and troubleshoot Substation metering, relay, SCADA, and specialized communication systems.

An employee in this position is a Customer relations representative for the City of Aztec Utilities.

Work is to be performed in a safe, professional, and in a workmanlike manner with attention to detail.

This position works in conjunction with all City of Aztec Departments, contractors and COA Electric customers.

An employee in this position will assist the Electric Department Line Crews when needed.

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Must have a working knowledge of safety procedures and occupational hazards associated with the electric trade.

Assists in street light maintenance and assists in the installation of new lights including operation of aerial lift device.

Assist lineman and meter technician in the inspection of power lines and services.

Assist with holiday or event decorations and supplying of power to such events supported by the City of Aztec.

Performs manual labor such as the digging of holes and trenches, lifting or placing material.

Responsible for maintaining the work area in a clean and safe manner on all job sites.

## RESPONSIBILITIES

- Supervision:** May be required to supervise apprentices and helpers or other journeymen with lesser experience.
- Public Contact:** Some recurring routine contacts with the public, contractors, developers, or others requiring the exchange of factual information or technical matters.
- Budget:** May work in conjunction with the Electric Department Superintendent and Director in developing the Electric Department Budget

## GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license or Class A or B CDL preferred.
- May be subject to random drug/alcohol testing as per city policy.

**Education:** High School Diploma or G.E.D.  
Successful completion of an apprenticeship as a Journeyman Electrician or equivalent preferred  
Diploma/Degree in relevant electrical training or Engineering preferred

<b>Experience:</b>	Proven documented experience and training as a Journeyman Electrician with a minimum of Four years of Journeyman experience.
<b>Certificates/Licenses:</b>	A State Electrical Contractor License or Journeyman Electrician License or equivalent
<b>Recertification:</b>	Pole top and bucket truck rescue preferred CPR and First Aid Various equipment Operator and OSHA required training
<b>Use of Tools and/or Equipment:</b>	Trained in the use of tools associated with the electric trade and electrical drawings and blueprints.  Trained in the Operation of heavy equipment, bucket truck, digger derrick, backhoe, excavator, trencher, etc. preferred

**WORK ENVIRONMENT**

<b>Physical Demands:</b>	<p>An employee in this position must be in excellent physical condition being able to bend, reach, and work in awkward positions.</p> <p>Employee must be able to lift and carry up to 50 pounds.</p> <p>Employee shall have good vision and hearing to perform job functions adequately and safely.</p> <p>Will drive, walk or stand for long periods of time in all weather conditions. The effort is prolonged and frequent. Strain may be extended in duration. Effort involves pushing pulling with excessive crouching, stooping or lying.</p>
<b>Hazards:</b>	Daily exposure to potentially hazardous work conditions that are common to the utility industry.
<b>Exposures:</b>	<p>Primarily works alone with no direct supervision. Often works in high traffic areas. Often works on or near the street or highway, on private property, and in back yards. Daily exposure to potentially lethal electrical energy. Will work in all types of weather conditions (below freezing in winter to 100 degrees plus in the summer. Will work in confined spaces and excavated trenches. Employee will work out of bucket trucks at elevated heights.</p>