



WE ARE HIRING

- ✓ Electrician & IT Technician
- ✓ \$48,561.18 - \$77,697.93 DOE (5% increase after successful 6-month probation)
- ✓ Excellent Benefits & Career Advancement Opportunities

APPLY NOW

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually written out in this job description.

Electrician & IT Technician

<u>Department:</u>	Public Works Operations Division Public Facilities Team
<u>Grade:</u>	65
<u>Salary Range:</u>	\$48,561.18 - \$77,697.93 (5% Increase with Successful 6-month Probation)
<u>FLSA Status:</u>	Non-Exempt

The purpose of the class is to perform a variety of semi-skilled and unskilled building maintenance and repair tasks. The required duties may include electrical repairs, with a specific focus in a designated construction trade (electrical). Additional duties include assisting the IT Director as needed.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary. An employee in this position may be called upon to do any or all of the following essential duties:

- Perform electrical repair and installations such as replacing switches and wiring and control work.
- Design, lay out, install, and maintain electrical services in Town owned buildings and facilities.
- Estimate materials, labor, and time needed for projects; operate light automotive equipment to travel to facilities throughout the Town and to transport materials, furniture, and equipment.
- Install low-voltage data cabling and general IT hardware setup
- Order materials and equipment as needed.
- Maintain records and creates reports.
- Operate bucket truck.
- Assist with special projects as needed.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- North Carolina electrical code.
- Repair methods and maintenance practices for structures, furnishings, and equipment.
- Occupational hazards and work safety practices.
- Town's functions, policies, and procedures.

Skills

- Written and oral communications and relational skills.
- Use and care of tools, materials, and equipment: Network Cable Testers, Multimeters, and Laptop for Diagnostics.
- Follow and relay oral and written instructions, policies and procedures.

Abilities

- Troubleshoot problems to perform repairs and maintenance in an assigned building trade.
- Prepare estimates of time, materials, and labor.
- Read, interpret and work from blueprints, wiring diagrams, specifications and operating manuals.
- Work with limited supervision.
- Form and maintain effective working relationships with others.
- Operate a bucket truck and hydraulic lifts.
- Works in various weather conditions with exposure to noise, dust, solvents, electrical energy, slippery surfaces, uneven surfaces, heights (up to 50 feet), and in/with moving objects.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires comparing or inspecting items against a standard.

PEOPLE INVOLVEMENT:

Requires speaking or signaling to people to convey or exchange information of a general nature.

INVOLVEMENT WITH THINGS:

Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience, such as construction equipment, trucks and vehicles. Involves operations of limited scope.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing semi-skilled work involving set procedures and rules but with frequent problems.

MATHEMATICAL REQUIREMENTS:

Requires using basic addition and subtraction, such as making change or measuring.

LANGUAGE REQUIREMENTS:

Requires reading simple sentences, instructions or work orders; writing simple sentences and completing simple job forms; speaking simple sentences using basic grammar. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely. Expressing or exchanging ideas by means of the spoken word, including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. Shouting in order to be heard above ambient noise level.

MENTAL REQUIREMENTS:

Requires doing simple, repetitive manual, clerical or operating tasks following a few definite procedures; requires minor short-term planning; requires little attention for accurate results. Ability to make rational decisions through sound logic and deductive processes.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires a high school diploma or GED and specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess a valid North Carolina Driver's License.
- Must possess or have the ability to obtain a North Carolina Class A or B Commercial Driver's License (CDL) within 6 months of hire.
- Must possess a North Carolina Limited Electrician License or equivalent.

EXPERIENCE REQUIREMENTS:

Requires a minimum of three (3) years of experience in the electrical trade, with at least one (1) year of experience in low-voltage data cabling or IT hardware support. Must have experience operating heavy equipment, specifically bucket trucks. Preference will be given to candidates with experience in renewable energy.

PREFERRED QUALIFICATIONS

- Dual-Trade Experience: Preference given to candidates with at least 2 years of experience specifically performing both electrical and data/telecom installations.
- Advanced IT Certification: CompTIA A+, Network+, or Cisco Certified Network Associate (CCNA) to support "general IT hardware setup".
- Advanced Electrical Certification: North Carolina Unlimited Limited Electrical License or experience in industrial/municipal control systems.
- Safety Training: Current certification in First Aid/CPR and Bucket Truck/Aerial Lift Safety.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, fumes and/or noxious odors, traffic, moving machinery, toxic/caustic chemicals, disease/pathogens.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities, depth perception, color perception. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound. Ability to receive detailed information through oral communication, and to make the discrimination in sound. Have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading. Including color, depth perception, and field vision.

Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures. Have visual acuity to operate motor vehicles and/or heavy equipment.

Have close visual acuity to perform an activity such as visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street
Waynesville, NC 28786**

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until filled

