



City of South Bend

Vacancy Announcement

Post Date: Tuesday, July 28, 2015

Closing Date: Until Filled

MAINTENANCE ELECTRICIAN V

Category: Full Time (Teamster)
Department: Public Works/Environmental Services
Reports To: Director of Wastewater Maintenance
Schedule: Monday-Friday, 7 AM-3:30 PM; schedule subject to vary based on departmental need.
Pay Rate: \$21.29/hr. (Non-exempt)

Position: SUMMARY

Directs and participates in the installation, diagnosis and repair of electrical, electronic, monitoring, control and radio equipment. The equipment is located at the Wastewater Treatment Plant, lift stations and CSO overflow points in the collection system.

SUPERVISION EXERCISED

- Not applicable

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Develops, maintains and modifies maintenance schedules for the servicing of all electrical equipment.
- Assures that the necessary equipment and materials are available for repairs and service.
- Assures that all work completed in the department complies with the Occupational Safety and Health Administration, as well as all other applicable policies and regulations.
- Maintains detailed company records of any additions and modifications made to equipment, process and procedure.
- Conducts field inspections of structures and equipment to assure that they are mechanically sound, electrically safe, operating properly and in good condition.
- Works with various departments and outside contractors. Personally inspects work to assure that it is being performed properly and within company guidelines.
- Performs preventive maintenance, scheduled maintenance and repair work orders. Compares them with historical data to assure that department functions are being properly carried out and to assist in forming department work plans.
- Assist Director in the development of annual O & M Budget.
- Remains abreast of the latest industrial developments relating to the electrical maintenance field and may make recommendations for updating or improving existing equipment.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Other work as assigned.

QUALIFICATIONS/ EDUCATION AND/OR EXPERIENCE

- High School diploma or equivalent required.
- Journeyman Electricians Card desirable.
- 5 years related experience for public utilities or private industry.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of electrical/electronic maintenance work.
- Must be able to install new equipment and associated power sources.
- Must be able to follow Arc Flash Safety procedures.
- Ability to install and maintain variable frequency drives.
- SCADA and process control experience desirable.
- Basic knowledge in electrical, electronics, hydraulics, mathematics, mechanics, and pneumatics.
- Ability to communicate effectively within company, outside contractors and other utilities.
- Must possess knowledge of methods, basic electronic principles and N.E.C. electrical codes to diagnose and repair.
- Must possess thorough knowledge and ability to read schematics, make written material and parts requests.
- Ability to prepare a bill of material for new projects to management.
- General office software, MS Office suite.
- T1, lease line, fiber optic, multiplexers, routers, LANs and networking etc.
- Maintenance Management System.
- Hydraulics.
- Must negotiate stairs.
- Must visually trace piping.
- Must be able to hand operate manual valves from below floor level to ceiling height.
- Must be able to climb and work on a ladder.
- Must be able to work around open and unprotected water.
- Must be able to work in high places.
- Must be able to make decisions based upon audio and visual observations.
- Must be able to work in confined spaces.
- Must be able to work alone.
- Must interact with coworkers and public with tact and diplomacy.

CERTIFICATES, LICENCE, REGISTRATION:

- A valid Driver's License is required.
- Journeyman Electricians Card desirable.

EQUIPMENT

Calculator, computer, Telephone, Fax Machine, Photocopier. Drive City Vehicle, use manhole confined space equipment, use gas and water testing equipment. Use electronic testing equipment to perform trouble shooting on Instrumentation and computer equipment. Must wear steel toed boots, cold weather gear, Arc Flash clothing and related equipment.

PHYSICAL DEMANDS:

The physical demands described here 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 perform the essential functions.

While performing the duties of this job, the employee will frequently be required to sit, walk, talk, and hear. The employee is occasionally be required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must be able to lift and/or move up to 60 pounds as needed. Ability the work in adverse weather conditions requiring and moderate degree of physical stamina. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT:

Work to include inside office environment and outside street work. Includes entering confined spaces and manholes, performing Plant and Lift Station inspections.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-employment drug screen required