

CITY OF HELENA



Position Title: Electrician/I&C Technician

Department: Public Works

Division: Water & Wastewater Treatment Plants

Grade: 141

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to perform a variety of skilled and semi-skilled work involved in the installation, maintenance, and repair of electrical and electronic systems for and at the water and wastewater treatment plants. The employee is heavily involved in design, construction and project management of new installations for the divisions and may perform similar functions for other divisions within the Public Works Department as assigned.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

This position performs electrical and electronic work involved in the preventative and corrective maintenance, modification, field and bench repair, testing, and installation services for water treatment and distribution, water storage and movement systems and facilities and wastewater treatment and collection systems. They will install, maintain, repair and replace electronic and electrical equipment including, telemetric and electrical panels, electrical valves, monitoring systems, auxiliary power supply systems, chargers, meters, pressure switches and other equipment involving high and low voltage. The incumbent will also diagnose, repair, and program PLC's, control logics and ladder logics.

The incumbent will assist in planning work projects, prepare estimates of time and materials needed to perform assigned repairs and maintenance; select appropriate equipment and materials to complete the work according to specifications, verbal instructions and established procedures. Establish cost estimates, develop bid specifications and solicit project bids for specific projects. Assist in the hire of contractors; manage assigned projects from design through construction and final inspection. Implements small and medium scale projects; makes repairs and performs preventive maintenance on the assigned systems.

This position will be responsible for preparing and maintaining necessary records and reports; participating in inventory control of replacement parts; maintaining credentials and knowledge of hardware and software systems used in the water and wastewater utility industry; and assisting in developing capital projects and planning the relative budgets.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Principles, theories and standard practices of electricity and electronics.
- Materials, methods, practices and equipment used in electrical and electronic installation, maintenance, and repair.
- Pertinent Federal, State, and local electrical codes.
- Relative occupational hazards and standard safety precautions necessary for electrical work.
- Analytics, mathematics, algebra and geometry.
- Standard office practices and computer operations including word processing, spreadsheets, email and internet.

Skill or ability to:

- Operate a variety of electrical and electronic maintenance, repair, and testing tools and equipment in a safe and effective manner.

- Use hand tools, shop tools, testing equipment, and other specialized equipment used in the performance of the job related tasks.
- Perform duties for extended periods of time in all weather conditions.
- Troubleshoot a variety of electrical and electronic malfunctions, including PLC's and SCADA's.
- Perform work in accordance with safety regulations, guidelines, and practices.
- Be self motivated and highly productive.
- Define and solve complex problems.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Communicate clearly and concisely, both orally and in writing.
- Travel to different sites and locations and be available for emergency call-outs.

Physical Demands:

This position requires the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, lift up to 50 lbs and work from heights. The position may be exposed to cold, heat, noise, outdoors, vibration, confining work spaces, chemicals, explosive materials, and mechanical and electrical hazards.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of the completion of the twelfth grade supplemented by vocational training in electrical and/or electronics field and at least 4 years of experience in the installation, maintenance and repair of electrical and electronic equipment systems and instrumentation & control equipment (PLC & SCADA). Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must be a licensed Journeyman Electrician; however a Master Electrician is preferred. The State of Montana will only reciprocate a Journeyman license and only from certain states. If current license is from another state, you must be able to obtain the minimum Journeyman MT license prior to the first day of employment.

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

General direction from the Water/Wastewater Superintendent

Supervision Exercised:

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.