



# Electrician

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 723  
Supervisory: No  
Reports to: Maintenance Supervisor

### Summary

Under general guidance and direction of a Maintenance Supervisor, designs, installs, and maintains electrical systems in County buildings and on County grounds.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Engineer, install, maintain, remodel, and repair emergency power systems, low voltage lighting systems, electrical panels, boilers, overhead and office lighting systems, uninterruptible power supplies (UPS), and generator systems.
2. Install, inspect, maintain, and repair computerized fire alarm systems, closed circuit televisions, security systems, elevator emergency systems, heating systems, and air conditioning systems; perform inspection audits of these systems to isolate and mitigate potential threats to facility security and staff safety.
3. Design electrical plans and systems for power distribution in new and remodeled structures, buildings, or electrical equipment.
4. Install, inspect, maintain, and repair overhead hoists and welding equipment.
5. Engineer, install, maintain, remodel, and repair pavilion, parking lot, walkway, and grounds lighting systems.
6. Perform minor repairs on electrical hand tools and convenience items.
7. Maintain records of blueprints, as-built plans, and other drawings.
8. Assist maintenance personnel with plumbing, heating, cooling, mechanical, and carpentry work, as needed.
9. Program and install card readers, secure communication units (SCUs), and locks on building access system.
10. Order parts and supplies, as needed.
11. Respond to emergency situations on an on-call basis as assigned.

### For Office Use Only

Job Code: 7000  
Job Title: Electrician  
FLSA: Non-Exempt  
Effective Date: 3/6/2024  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

### **Knowledge, Skills, and Abilities**

- Knowledge of electrical methods and procedures
- Knowledge of National Electrical Code Book guidelines
- Skilled in word processing and basic computer programs
- Skilled in using electrical tools
- Skilled in reading, writing, and basic math
- Skilled in installing and maintaining various electrical systems
- Ability to interpret standard plans, blueprints, and circuitry layout
- Ability to cost estimate time and materials for individual projects
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment but is regularly performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This position exposes incumbent to conditions such as fumes, noxious odors, bodily fluids, dusts, mists, gases, poor ventilation, electrical hazards, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbent may be exposed to hazardous chemicals, unknown, dangerous, and/or life-threatening conditions. This job requires the use of protective devices as per appropriate standards such as OSHA and other governing bodies. Duties may be performed at varying heights, up to seventy-five (75) feet. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy

### **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.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate equipment, tools, and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear, kneel, twist, climb, walk, and bend. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. Occasionally, the employee will be required to work at various heights, on ladders, on various lifts, and in confined spaces. The employee is required to type, file, and

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lift office supplies and equipment up to fifty (100) pounds. The employee regularly drives a motor vehicle.

**Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand to support operation and maintenance of physical facilities. Incumbent will be expected to be on-call on a rotational basis.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Associate degree in an electrical field.
2. Four (4) years journey-level work experience designing, installing, and maintaining electrical systems.
3. Possession of a Journeyman Electrical License will be considered equivalent to four (4) of the six (6) years combined education and experience requirement.

**Preferred Education and Experience**

1. Preference may be given to applicants with experience working with Building Access Systems.
2. Preference may be given to applicants who hold an Electrical Journeyman License.
3. Preference may be given to applicants who possess Forklift certification.

**Additional Eligibility Qualifications**

1. Some incumbents may be required to obtain a State of Utah Commercial Driver’s License (CDL).
2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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