



# Electrician III

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 724  
Supervisory: No  
Reports to: Maintenance Supervisor

### Summary

Under minimal direction of the Maintenance Supervisor, performs duties as a Master Electrician including but not limited to design, engineering, skilled installation, maintenance, repair, and troubleshooting of various electrical systems, controls, and equipment located in Utah County facilities and grounds.

### Essential Functions

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

1. Engineer, design, install or repair service panels, electrical conduits, switches, receptacles, light fixtures, ballasts, circuit breakers, low voltage transformers, photo-electric cells, timers, generator power systems, Uninterruptable Power Supplies (UPS), underground and overhead wiring in accordance with all State and national codes and specifications.
2. Design, engineer and install complete electrical systems according to plans, specifications, and codes.
3. Install, inspect, maintain, and repair computerized fire alarm systems, closed circuit televisions, security systems, elevator emergency systems, and heating and air conditioning systems; perform systems inspection audits to prevent potential threats to facility security and staff safety.
4. Install, inspect, maintain, and repair overhead hoists, electric motors, and welding equipment.
5. Perform repairs on electrical hand tools and convenience items.
6. Maintain records of blueprints, as-built plans, and other drawings.
7. Ensure proper records, labels, and documentation of all electrical installations and red lines.
8. Coordinate assignments with other facilities maintenance personnel; monitor assigned workers, volunteers, and inmates; assist with plumbing, heating, cooling, mechanical, and carpentry work, as needed.
9. Install access readers, Security Control Units (SCUs), Remote Device Management (RDM), build access control panels, trouble shoot access panels.
10. Install electric strikes and latches on building access system.
11. Order parts and supplies, as needed.

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Public Safety: No

Worker's Compensation: County  
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Safety Sensitive: No  
DOT: No  
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12. Respond to emergency situations on an on-call basis, as assigned.
13. Transport equipment between job sites.
14. Ensure maintenance of equipment as scheduled; track inventory, as required.
15. Train and instruct others in a broad array of electrical maintenance and activities.
16. Serve as a subject matter expert when determining appropriate specifications for Invitation to Bid (ITB), Request for Proposal (RFP), and new construction or remodel plans.
17. Use county work order system to receive and complete work orders following proper practices and policies.

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

- Considerable knowledge of electrical methods and procedures
- Considerable knowledge of National Electrical Code Book guidelines
- Considerable knowledge of construction methods
- Considerable knowledge of reading, comprehending, and implementing blueprints and building plans
- Skilled in utilizing basic and advanced computer programs relevant to work performed
- Skilled in operating electrical tools and equipment used in building maintenance
- Skilled in interpersonal communications
- Skilled in reading, writing, and basic math
- Skilled in design, 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
- Ability to follow written and verbal instructions and ask job related instructions
- Ability to understand and follow safety procedures
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to adhere to County and department standards of conduct
- Ability to provide technical guidance, as needed
- Ability to exercise independent judgement to carry out assignments
- Ability to work under minimal supervision
- Ability to effectively navigate a dynamic workload with changing deadlines and priorities

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a lead to some and as a coach and mentor to others in the department.

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**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. Work requires attendance, physical presence, and timeliness. 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. Incumbents 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 lift office supplies and equipment up to one hundred (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 or a certificate of completion of an apprenticeship program in an electrical field.

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2. Five (5) years journeyman level experience of which two (2) years must be with Utah County working as an Electrician II at a Journeyman level work.
3. Possession of a Master Electrical License issued by the Utah Division of Occupational and Professional Licensing (DOPL).
4. Equivalent combinations of education and experience that include two (2) years of experience as a Utah County Electrician II may also be considered.

#### **Preferred Education and Experience**

1. Preference may be given to applicants with experience working with building access control systems.
2. Preference may be given to applicants who have experience with fire alarm systems.
3. Preference may be given to applicants with commercial laundry and or commercial kitchen maintenance experience.

#### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants must obtain the following certifications during the probationary period for new hires or trial period for promoted County employees and must maintain certifications during employment:
  - a. Forklift certification
  - b. CPR certification
  - c. Complete a defensive driving course
  - d. Confined Space Training
  - e. Trench Safety Course
  - f. Must obtain required twelve (12) hours of electrical continuing education each year to meet Utah state regulations for license renewal and obtain an additional eight (8) hours of training in other job-related fields each year for a total of twenty (20) hours of yearly training.
  - g. Complete three (3) or more of the following classes/certifications:
    - i. State of Utah Commercial Driver's License (CDL)
    - ii. Access Control Infrastructure Network (INET)
    - iii. Fire Alarm System Tech
    - iv. Automatic Fire Sprinkler System Tech
    - v. Commercial kitchen equipment certifications
    - vi. Commercial laundry equipment certifications
    - vii. Bucket truck operator training

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- viii. Other applicable job certifications as approved or required by supervisor and/or Division Manager

County employees must possess the above certifications and licenses prior to moving into this classification through reassignment, reclassification, or transfer. Selected applicants or incumbents may be required to obtain additional certifications, as directed.

**Career Ladder Advancement**

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Employee must have a current positive overall employee annual evaluation that meets expectations with no current or pending disciplinary or other issues.
4. Receive written recommendation from the department head.
5. Receive approval from the Director – Human Resources.

**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.

**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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