



Electrician I

Job Description

Department: Public Works
Position: Career Service
Grade: 721
Supervisory: No
Reports to: Maintenance Supervisor

Summary

Under close to general guidance and direction of the Maintenance Supervisor, performs maintenance and repairs 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. Check and replace switches, outlets, and other simple elements of electrical systems such as lighting fixtures, lamps, and ballasts.
2. Inspect and test electrical lighting, power circuits, fire systems, and security systems.
3. Assist with maintaining and repair of overhead hoists and welding equipment.
4. Perform minor repairs on electrical hand tools and convenience items.
5. Maintain records of blueprints, as-built plans and other drawings.
6. Assist facilities maintenance personnel with plumbing, heating, cooling, mechanical, and carpentry work, as needed.
7. Assist with installation of access readers, electric strikes, and latches on building access system.
8. Order parts and supplies, as needed.
9. Respond to emergency situations on an on-call basis as assigned.
10. Use county work order system to receive and complete work orders following proper practices and policies.

Knowledge, Skills, and Abilities

- Basic knowledge of electrical methods and procedures
- Basic knowledge of National Electrical Code Book guidelines
- Basic knowledge in maintaining various electrical systems
- Knowledge of the basic principles and practices of building maintenance
- Knowledge of general electrical repairs
- Knowledge of general plumbing repairs

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Effective Date: 9/11/2024
Public Safety: No

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

- Knowledge of general heating, ventilation and cooling systems (HVAC), boilers, chillers, swamp coolers, and cooling towers
- Knowledge of basic construction methods and building codes
- Skilled in using electrical tools
- Skilled in interpersonal communications
- Skilled in basic reading, writing, and math
- Skilled in operating personal computers, including basic software such as Microsoft Office
- Skilled in operating basic hand tools and equipment used in routine building maintenance
- Skilled in troubleshooting and problem-solving
- Skilled in performing basic electrical, plumbing, cooling, heating, and general maintenance and repairs
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to understand and follow written and verbal instructions and ask job-related questions
- Ability to communicate effectively verbally and in writing
- Ability to understand and follow safety procedures

Supervisory Responsibility

This position has no direct supervisory responsibility.

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.

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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. High school diploma or equivalent.
2. Two (2) years of work experience in the electrical trade or currently enrolled in an electrical apprenticeship program or an associate degree in a related field.
3. Equivalent combinations of education and experience 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 certification 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

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- c. Complete a defensive driving course
- d. Confined Space Training
- e. Trench Safety Course
- f. Completion of one (1) 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. 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.

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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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