

**CITY OF GREAT FALLS
PUBLIC WORKS DEPARTMENT-WATER PLANT DIVISION**

JOB DESCRIPTION – ELECTRICIAN

FLSA STATUS: NON-EXEMPT

NATURE OF WORK

Skilled crafts responsibility for maintaining the electrical infrastructure of all City owned buildings, facilities, and grounds. Work is performed under the general direction of the Water Plant Manager, Plant Foreman or other division managers depending on location of assigned duties.

ESSENTIAL FUNCTIONS OF WORK (May not include all duties performed)

- Installs, repairs and maintains electrical and video surveillance systems within the City's operated facilities.
- Troubleshoots, locates and repairs circuit and equipment malfunctions.
- Repairs and maintains electrically operated pumps and machinery, including telemetry, relays and related equipment.
- Installs electronic metering and PLC controls.
- Designs and installs new electrical apparatus and associated parts as part of new construction projects.
- Fills in for the City Electrical Inspector as needed.

REQUIREMENTS OF WORK

- Considerable knowledge of electricity and its application to the operation of motors, controllers, switch gears, relays, telemeters and other electrical equipment including medium and low voltage.
- Considerable knowledge of the National Electrical Code and its applications.
- Considerable knowledge of the appropriate practices and procedures used in the installation and maintenance of electrical systems including medium and low voltage.
- Ability to read plans, specifications and blueprints accurately.
- Ability to effectively troubleshoot electrical systems and equipment including medium and low voltage.

CORE COMPETENCIES

- Technical Capacity
- Thoroughness
- Troubleshooting
- Safety Minded

SUPERVISORY RESPONSIBILITY

This position does not supervise staff.

WORK ENVIRONMENT

Work is performed primarily at the Water Plant. Employee is exposed to loud noise, inclement weather, electricity and chemical odors.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, walk, sit, bend, twist, reach, ride, climb and perform similar body movements. Must have the ability to perform moderate to heavy physical work and to lift and carry up to 75 pounds at a time; the possession of hand/eye coordination sufficient to use hand and power tools and a motor vehicle; the ability to talk and hear in person or by telephone; and the ability to see and read instructions, blueprints and manuals.

EXPECTED HOURS OF WORK

The work schedule is a 40-hour work week, Sunday through Saturday. Work is typically performed Monday through Friday. This position is a non-exempt and eligible for overtime. Any overtime must be authorized prior to working.

TRAVEL

Travel is primarily local during the business day. Occasional travel may be required to attend off-site training and educational opportunities.

EDUCATION AND EXPERIENCE

- High School diploma or equivalent plus graduation from an approved apprenticeship program.
- Four years of practical experience as an electrician.

NECESSARY SPECIAL QUALIFICATIONS

- State of Montana Master Electrician license preferred.
- Candidate must possess or have the ability to obtain valid Montana driver's license.

EEO STATEMENT

The Equal Employment Opportunity Policy of the City of Great Falls is to provide a fair and equal employment opportunity to all persons regardless of race, color, religion, sex, political belief, national origin, age, physical or mental ability, marital status or other characteristic protected by law.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for the job. Management may change the duties, responsibilities and activities at any time, with or without notice.

SIGNATURES

This job description has been approved by all levels of management:

Manager: _____ Date: _____

Department Head: _____ Date: _____

HR: _____ Date: _____

Employee's signature below acknowledges he/she has read and understands the requirements, essential functions and duties of the position.

Signature: _____ Date: _____

Benefits

Health Insurance – *City contributes 90%, employee pays 10% (single coverage - \$49.64/month paid by employee; employee & spouse coverage - employee pays \$139.30/month; employee & children coverage - employee pays \$122.73/month; family - employee pays \$192.94/month). \$25 co-pay; includes medical, dental and vision. Additional benefit paid by the City but not added into the base for retirement enhancement.

Retirement - mandatory enrollment through Public Employees Retirement System (PERS); vested after five years of service. Employee contributes 7.9% of gross pay to PERS; the City contributes 8.57%. *The City's health insurance contribution of \$783/month is added to gross pay for retirement benefits only - retirement contributions on the \$783 are paid by the employee and employer, the \$783 is then deducted from gross pay so it does not affect an employee's hourly rate of pay.

Within one year of hire, employee must choose to have funds established in either the Defined Benefit Retirement Plan (retirement benefit is based on percentage of highest average compensation and years of service credit) or Defined Contribution Retirement Plan (member selects investment options from those available under the plan and retirement benefit is based upon account balance – contributions plus investment earnings or losses, less administrative cost).

IBEW Pension - \$2.20 per hour plus 3% of wages contributed to pension plan.

Holidays – 10 per year, 11 on election years.

Vacation – employee accrues 5 hours per pay period; eligible for use after six months of employment.

Sick Leave – employee accrues 4 hours per pay period; eligible for use after 90 days of employment.

FICA and Medicare - employer and employee contribute 6.2% of gross salary to FICA and 1.45% to Medicare.

Longevity:	After 10 years through the 15 th year	\$20/per month
	After 15 years through the 20 th year	\$40/per month
	After 20 years through the 25 th year	\$60/per month
	After 25 years through the 30 th year	\$80/per month
	After 30 years	\$100/per month

Note: Position covered under Crafts Council Agreement – Electricians' Union, dues \$47.00/month plus 1.5% of wages.

Optional:

▶ AFLAC – tax deferred plan for unreimbursed medical or daycare expenses; additional plans such as cancer, life insurance, disability and other policies available; premiums paid by employee.

▶ ICMA or Nationwide Retirement Solutions - tax deferred investment plan (bonds, stock market, savings) – employee contributions only.

Payperiods:

1st of the month through the 15th, paid on the 20th

16th of the month through the end of the month, paid on the 5th of the following month

Probationary Period: Six Months

The Selection Process

After the closing date, applications will be reviewed by the hiring department and recommendations for applicants to be interviewed will be submitted to the Human Resources Office. Interviews are normally conducted with a panel representing the hiring department, Human Resources and a member selected at large. All applicants will be notified when the position has been filled. Applications submitted for a specific position opening will remain in that file and will not be considered for future openings.