


The City of Cayce Utilities Department currently has the following position available:

**ELECTRICIAN I \$16.09 - \$19.05/Hour DOE**

The purpose of the class is to ensure electrical service in all City buildings. The class is responsible for maintaining and repairing the City's electrical equipment/systems, ordering required parts, and maintaining related equipment. The class works within a general outline of work to be performed, develops work methods and sequences under general supervision.

Master Electrician License preferred or ability to obtain within two years; over two years electrical work, preferably municipal, and a High School diploma or equivalent.

Excellent benefits package that includes State Retirement and paid health insurance. Applications are available on the city website: [www.cityofcayce-sc.gov](http://www.cityofcayce-sc.gov) **A valid South Carolina Driver's License with a good driving record is required. Must provide DMV record at time of first interview. Application required. E.O.E.**

<b>Job Title:</b>	<b>Electrician I</b>	<b>Department/ Location:</b>	<b>Water Administration</b>	
<b>FLSA Classification:</b>	<b>Non-Exempt</b>	<b>Date Drafted:</b>	<b>August, 2014</b>	
<b>Reports To:</b>	<b>Director of Utilities</b>			

### Position Summary

The purpose of the class is to ensure electrical service in all City buildings. The class is responsible for maintaining and repairing the City's electrical equipment/systems, ordering required parts, and maintaining related equipment. The class works within a general outline of work to be performed, develops work methods and sequences under general supervision.

### Position Responsibilities- Essential

*This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Plans layout, installs and repairs wiring, electrical fixtures, apparatus and control equipment; maintains and alters electrical equipment/systems and/or components; schedules work order requests.
- Plans new or modified installations to minimize waste of materials, provide access for future maintenance and avoid hazardous and unreliable wiring, consistent with specifications and local electrical codes.
- Measures, cuts, bends, threads, assembles and installs electrical conduit; calculates wire, fuse and breaker sizes; calculates horsepower or amp ratings on electrical motors; follows diagrams or blueprints/schematics for electrical work.
- Locates and corrects power failures and electrical malfunctions; makes emergency electrical repairs.
- Performs preventative maintenance tests and service.
- Consults technical manuals, equipment specifications and other technical documentation to maintain or repair electrical equipment.
- Maintains inventory of supplies; prepares purchase orders for electrical supplies, materials and parts.
- Maintains cognizance of electrical codes and latest developments to ensure compliance with requirements.

### Position Responsibilities- Non-Essential/Other

- The tasks listed in this description are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

### Essential Skills and Experience

- Requires high school diploma or GED and formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training.
- Requires over two years of electrical work
- Master Electrician License.
- Valid South Carolina driver's license.
- Requires serving others such as customers, attending to their requests and exchanging information with them.
- Requires performing technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.
- Requires comparing or inspecting items against a standard.

- Requires leading or operating or repairing complex machinery or equipment that requires extended training and experience such as electrical equipment/systems and/or components.
- Requires performing skilled work involving rules/systems with almost constant problem solving.
- Requires performing addition and subtraction, multiplication and division and/or calculating ratios, rates and percents.
- Requires reading technical instructions, procedures manuals and charts to solve practical problems such as electrical assembly instruction; composing routine and specialized reports and forms with proper format; speaking compound sentences using normal grammar and word form.

**Beneficial Skills and Experience**

- Electrical experience in a municipal setting

**Mental & Physical Demands- ADA Guidelines**

**Physical Demands**

- |                 |            |                        |            |
|-----------------|------------|------------------------|------------|
| • Sit           | Frequently | • Reach Above Shoulder | Frequently |
| • Walk          | Frequently | • Climb                | Frequently |
| • Stand         | Frequently | • Crawl                | Frequently |
| • Handling      | Frequently | • Squat or Kneel       | Frequently |
| • Reach Outward | Frequently | • Bend                 | Frequently |

**Lifting Requirements**

- |                     |            |                 |              |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Frequently   |
| • 11-20 pounds      | Frequently | • >100 pounds   | Occasionally |
| • 21-50 pounds      | Frequently |                 |              |

**Pushing and Pulling Requirements**

- |                     |            |                     |              |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds  | Frequently   |
| • 13 to 25 pounds   | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds   | Frequently |                     |              |

**Definitions**

- |              |                |   |
|--------------|----------------|---|
| • <b>N/A</b> | Not Applicable | Activity is not applicable to this occupation                                     |
| • <b>O</b>   | Occasionally   | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)        |
| • <b>F</b>   | Frequently     | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <b>C</b>   | Constantly     | Occupation requires this activity more than 66% of the time (5.5+ hrs/day)        |

**ENVIRONMENTAL HAZARDS:**

The job may risk exposure to extreme heat and/or cold, wet or humid conditions, fumes and/or noxious odors, traffic, electrical shock and toxic/caustic chemicals.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

Print Employee Name	Employee Signature	Date Signed
Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed