

# JOB DESCRIPTION

Coachella Valley Water District

DATE: December 2020

**TITLE:** Electrician I

**SECTION:** Electrical Shop

**DEPARTMENT:** Facilities & Maintenance

**REPORTING RELATIONSHIP:**

Reports to: Electrical Supervisor

Supervises the following positions: not applicable

**DEFINITION:**

Under general supervision to perform a wide variety of electrical work in the installation, maintenance and repair of wiring, air conditioning, various electrical equipment, and other related work as required.

**ESSENTIAL FUNCTIONS:**

1. Perform preventative maintenance on electrical systems to include switch gear, transfer switches, electrical distribution and control equipment.
2. Test electrical devices for proper operation.
3. Calibrate and adjust electrical components such as pressure and limit switches.
4. Measures, cuts, bends and threads conduits, using Rigid, PVC, and/or EMT conduit for electrical conduit runs to include installing conduit runs, which include hanging, using fasteners such as clamps or brackets, digging and backfilling trenches, always adhering to NEC standards.
5. Uses electrical test equipment on voltages up to 1000 volts AC/DC.
6. Operate power tools of the trade, such as electric drills, roto hammers, conduit benders, wire tuggers & line locaters etc.
7. Lifts, positions and fastens objects, such as conduits, motors, pumps, or piping.
8. Makes minor repairs to light sockets, bulbs, fuses, bearings/bushings in motors.
9. Able to use and understand the laws and regulations associated with entry to confined spaces. Ability to use safety equipment and a self-contained breathing apparatus.

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## ESSENTIAL FUNCTIONS (Cont.)

10. Observes mechanical devices in operation and listens to their sounds to locate causes of trouble. Disassembles devices to gain access to and removes defective parts. Starts devices to test their performance.
11. Reads and follows manufacturer's blueprints, instructions, and directions.
12. Gather tools and supplies to be used at the worksite. Maintains tools and equipment and keeps supplies and parts in order. Cleans work area, machines, tools and equipment.
13. Adheres to District safety policies and procedures, which include confined spaces practices and NFPA 70E practices.
14. Collects and enters data such as: time cards, work orders, service logs, units of production, and information relating to Asset Management and Computerized Maintenance Management System (CMMS).

## MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any combination of training and experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to gain the required knowledge and abilities would be to have a minimum of three years electrical experience.

Knowledge of:

- Hydraulic relationship between wells, booster stations, reservoirs, lift stations, and irrigation pumping facilities.
- Electrical theory, practices, tools and equipment.
- Mechanical theory, practices, tools and equipment.
- Principles and practices of reclamation plant, water production, and distribution operations as maintained by the District.
- Principles and practices for the maintenance of air conditioning systems.
- Electrical codes and related ordinance and regulations.
- Principles and practices for the installation, maintenance, and repair of pumps and pump apparatus.
- Principles and practices for the installation, maintenance and minor repair of electric motors.
- Safe working practices.

Abilities:

- Analyze, diagnose, troubleshoot, inspect, install, maintain, and repair a variety of electrical and mechanical

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equipment under minimum supervision.

-Maintain accurate logs, records, reports, and charts.

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## **MINIMUM QUALIFICATIONS (Cont.):**

### **Abilities (Cont.):**

- Read and interpret maintenance procedures from manuals.
- Read and understand blueprints, diagrams, and schematic of electrical/mechanical equipment.
- Works safely around energized electrical and mechanical equipment.
- Follow written and oral directions.
- Work cooperatively with others.
- Provide technical direction to other workers.
- Communicate effectively with others.
- Use hand and power tools in a safe manner.
- Understand and comply with O.S.H.A. electrical regulations.

## **PHYSICAL REQUIREMENTS:**

1. Drive District vehicle to job sites including over rough terrain. Uses a two-way radio to communicate.
2. Works in extreme weather conditions including heat and rain. Will work in areas containing dust, fumes, exhaust.
3. Climbs ladders and work at heights up to 100 feet.
4. May work in potential confined spaces. Must have the ability wear and use appropriate safety equipment including a Self Contained Breathing Apparatus (SCBA).
5. Will work nights, weekends, holidays, overtime and/or stand by when required.
6. Lift and carry objects in excess of fifty pounds.

See Human Resources for physical assessment form.