

CABOT WATERWORKS

JOB DESCRIPTION

JOB TITLE: Electrician

SUMMARY: Responsible for installation, alteration, maintenance, and repair of electrical systems, equipment and fixtures in the Water, Wastewater and Administrative Departments. This is a safety-sensitive position.

QUALIFICATIONS:

- Valid Arkansas driver's license.
- Must have a valid Master or Industrial Maintenance license.
- Have 4 years' experience or more.
- High School diploma or equivalent.
- At least four years work experience with 480v motors and controls; replacement and repair. Ability to read electrical plans, wiring diagrams and schematics.
- Knowledge of National Electric Code pertaining to industrial equipment.

ESSENTIAL JOB FUNCTIONS:

- Install, diagnose and repair 208v and 480v vertical turbine, horizontal shaft and submersible pumps and motors.
- Install, diagnose and repair motor controls.
- Install, repair and calibrate 0-10 VDC and 4-20 mA instrumentation equipment.
- Install, maintain and repair diesel and gas powered auxiliary generators.
- Install, maintain and repair PLC's, Variable Frequency Drives.
- Install conduits, wires, relays, pull boxes, switches, panels and enclosures required in making additions, extensions or alterations in electrical systems.
- Perform "On-Call" duties during nights, weekends and/or Holidays.
- Ensure all utility equipment is in good operating condition and appearance.
- Assist with any emergency, which may occur on or off duty pertaining to equipment or personnel.
- Assist in supervision and training of less experienced maintenance personnel.
- Ability to communicate with the public and other utilities.
- Ability to perform work from verbal and written instructions.
- Ability to drive a vehicle safely and with good judgment.
- Assist with Water and Wastewater treatment plant and pump station operations and maintenance.
- All other duties as assigned.

COMPETENCIES:

1. Leadership – Use interpersonal styles to inspire and guide employees toward achieving their goals. Recognize a job well done to encourage employee empowerment. Exhibit a winning attitude and accept constructive criticism. Walk the talk.
2. Initiative – Self-starter rather than accepting passively. Set goals and take action to achieve them beyond what is required. Be proactive.
3. Problem Solving – Identify problems and develop an effective means to resolve them. Help settle issues.
4. Professional knowledge – Achieve a satisfactory level of professional skills/knowledge in job-related area. Stay on top of current processes to improve. Value others and their willingness to gain additional knowledge.

5. Accountability – Holds self and other accountable for delivering quality results. Convey a sense of urgency about addressing problems and getting corrected in a timely manner. Makes timely decisions and accepts responsibility.
6. Ethics and Integrity – Consistently follow policies and procedures. Build trust and treat everyone consistently and fairly. Encourage open communication. Take action based on the best interest of the company.
7. Teamwork – Cooperate with others and set aside personal interests to focus on team goals. Listen to employees on their point of view. Willing to work with employees to achieve goals.
8. Vision and Strategy – Create and deliver a vision of the future to improve the company's performance. Communicate the vision and strategy.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that met by an employee to successfully perform the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee will be exposed to outside weather conditions and raw sewage. The employee will be required to receive appropriate vaccinations. The noise level in the work environment is usually moderate.

Employee Name (Print)

Employee Signature

Date