

JOB TITLE: Utilities Operator - Electrician

REPORTS TO: Utilities Superintendent

SALARY: Range of \$25.09/hr. to \$28.15/hr.
Annual Stipend paid for applicable Grade 1 DNR Certifications

JOB SUMMARY: Under the direction of the Utilities Superintendent, the Utilities Operator - Electrician, performs senior level electrical operations and service work for the Water and Sewer Utilities. This individual will provide water system and sanitary sewer system electrical installation, maintenance, troubleshooting and repair including assistance with water and sewer system operations and design. The work also includes snowplowing of streets as well as operation, maintenance and repair of water and sewer utility facilities and related equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties and responsibilities listed are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class. Other related duties may be required and assigned.

- Inspect, repair, and maintain water booster pumps, submersible/dry pit sanitary pumps, including electrical motors, control panels, generators, and level monitoring equipment.
- Inspect, maintain, and repair wiring and lighting systems, electrical control equipment, meters, outlets, panels and installation of new electrical and electronic equipment.
- Operate supplementary pumping equipment and portable generators under emergency conditions.
- Repair, maintain, and operate standby generators and building electrical systems.
- Troubleshoot different brands of uninterrupted power supplies, back-up power to all of the communications, programmable logic controllers, servers, and information systems.
- Adjust flow rates to maintain proper levels of chlorine, phosphates, and fluoride.
- Assist in water and sanitary facility upgrades.
- Identify equipment needs for each assigned project; requisition maintenance supplies, materials and equipment.
- Assist with coordination of infrastructure improvements with contractors, consulting engineers, etc.
- Diagnose electrical/electronic issues involving electro mechanical equipment controlled by computer processors.
- Troubleshoot and repair radio telemetry systems.
- Troubleshoot, repair, and operate variable frequency drives (VFDs).
- Perform installation, modification, and diagnose issues with the Supervisory Control and Data Acquisition (SCADA) system.
- Make suggestions for operational improvements and efficiencies.
- Ensure that operations are in compliance with all regulatory agency standards and requirements.
- Use of Microsoft Office Suite programs, and other software commonly used in an office environment.
- Use of asset management and workflow software to enter information, evaluate data, establish and close out work orders using several different electronic devices (desktop, laptop, tablet, phone, etc.).

- Work overtime as needed during emergency operations; report when called in as part of a rotating on-call schedule.
- Respond to perform snowplowing of Village streets within 30 minutes of the call-out.
- Respond to water main breaks and other Utility Emergencies.
- Work in a variety of weather conditions with exposure to the elements.
- Enter and work in permit required confined spaces.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent (GED) and electrical trade school or equivalent training and experience, with three (3) years of experience in commercial/industrial electrical wiring and troubleshooting; or, equivalent combination of education and experience.
- Journeyman or Master Electrician certification preferred.
- Valid driver's license, including a commercial driver's license (CDL) with parts ABC and D, or must obtain CDL within six (6) months of hire.
- WI DNR Waterworks licenses/certifications are desirable, but not required.
- Qualified applicants will be required to satisfactorily pass a series of tests which may include, but are not limited to fitness testing, driving skill testing and drug testing.

SKILLS AND ABILITIES INCLUDE:

- Effectively communicate with staff, supervisors and the public in written and verbal form.
- Practical knowledge of work involved in the installation, repair, and maintenance of electrical systems related to water conveyance and water pumping.
- Thinking quickly, maintaining self-control and adapting to stressful situations.
- Using good judgement to effectively solve problems.
- Work with others to discuss strategies in performing work and coordinating efforts to operate efficiently.
- Having the willingness and capability to learn applicable specialized software systems such as GIS.
- Stay abreast of newest technology to improve water and sewer utility systems.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an employee is regularly required to stand; use hands and fingers to handle, or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to fifty (50) pounds, regardless of the weather conditions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to withstand extended shift periods and manual labor.

WORK ENVIRONMENT:

While performing the duties of this position, the employee can be exposed to outside weather conditions; moving mechanical parts, confined spaces and risk of electrical shock. The employee may be subjected to high, precarious places; tight claustrophobic spaces; fumes or airborne particles; blood borne pathogens; toxic or caustic chemicals. The noise level in the work environment ranges from low to high dependent upon work responsibilities.

BENEFITS:

Excellent benefit package including health, dental, life insurance, and Wisconsin Retirement System. Eligibility for deferred compensation retirement savings program, sick leave, vacation, and holiday benefits.

APPLICATIONS:

All candidates interested in this position must obtain and complete an official application. Applications are available from the Village Web Site at www.menomonee-falls.org, or from the Receptionist at the Village of Menomonee Falls Municipal Building W156 N8480 Pilgrim Road, Phone 262-532-4200, Fax 262-532-4249.

APPLICATIONS ACCEPTED UNTIL: JANUARY 29, 2021

THE VILLAGE OF MENOMONEE FALLS IS AN EQUAL OPPORTUNITY EMPLOYER