



## Village of Shorewood, Wisconsin

### ***Job Description***

**POSITION TITLE:** Electrician

**REPORTS TO:** Director of Public Works / Assistant Director of Public Works

**DEPARTMENT:** Department of Public Works

### **GENERAL NATURE OF POSITION**

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Employee is responsible for the maintenance and upkeep of the Village street lighting system; traffic control light system; warning, regulatory and miscellaneous signs; all lights, wiring, and electrical equipment in Village buildings and on Village property; and the maintenance of barricades.

Successful candidates may be required to pass a physical examination, a background check, and a drug screening as a condition of employment.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Maintain and keep in good working order all street lights, wiring, and underground or overhead cabling system and all traffic control devices.

Keep legible and in proper repair all warning, regulatory and street I. D. signs.

Install and repair any lights, wiring, and electrical equipment and locate and repair faults in electrical circuits.

Splice and pull new wires and cables.

Install and repair fixtures on poles and in buildings.

Maintain decorative lighting and hanging banners.

Locate and mark Village electrical lines for contractors prior to construction.

Set out, retrieve and repair barricades.

Participate in winter operations including; salting, plowing, hauling snow from Village streets, alleys, parking lots, and sidewalks.

Purchase within budgetary guidelines and policies, perform record and store keeping.

**SUPERVISION RECEIVED/RESPONSIBILITIES:** May receive tasks from the Fleet & Facilities Foreman, Assistant Public Works Director, or Public Works Director. Carries out responsibilities in accordance with the organization's policies and applicable laws.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED); supplemented by twenty-four college credits and six years of experience in the electrical or building trades, one year of which shall have been in street lighting work; or an equivalent combination of experience and training.

**LANGUAGE SKILLS:** Ability to read, understand and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of residents or employees.

**MATHEMATICAL SKILLS:** Employee must have the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. The ability to apply concepts of basic algebra and geometry is needed.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES & REGISTRATIONS:** Possession of a valid Wisconsin Commercial Driver's License (CDL) with air brake endorsement. Certification as a licensed electrician with the State of Wisconsin preferred.

**OTHER SKILLS AND ABILITIES:** A good working knowledge of approved methods and principles of electrical wiring and repairs; ability to read and interpret plans and specifications; ability to think clearly and make sound decisions; ability to allocate and supervise the work of others; a high degree of mechanical aptitude; and the ability to establish and maintain cooperative relations with Village Officials and the public.

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

While performing the duties of this job, the employee is regularly required to stand, walk, and reach with hands and arms. The employee frequently is required to use hand to finger, handle, or feel objects, tools or controls and talk or hear. 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 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles and vibration.

The noise level in the work environment is usually loud.

(This job description is prepared to comply with the Federal Americans with Disabilities Act and the Village of Shorewood's Implementation Plan for Americans with Disabilities Act which was adopted by the Village Board on September 4, 1992)