

**MAJOR FUNCTION**

This is skilled supervisory and technical work encompassing all facets of wastewater treatment plant circuitry including high voltage motor starters, pad mounted transformers, motor controls, lighting, float and bubbler controls and electrical power and control design. General and specific assignments are received through plant administrative directives and conferences with considerable latitude for the use of independent judgment in the selection of work methods and procedures. Work is reviewed through written reports and analysis of the efficiency and effectiveness of related equipment. Reports directly to the Wastewater Division Maintenance Supervisor.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Designs electrical power and control systems and develops specifications for materials, equipment and labor. Performs all duties required of a master electrician, such as installing new equipment, running conductors, pulling wires, terminating and testing operations of such equipment. Troubleshoots problems in the plant. Assigns, coordinates and supervises related work by plant electricians and helpers. Majority of work is performed on 3-phases, high-voltage, large-horsepower, electric motors. Develops material list for work orders and receives quotes from electrical suppliers. Accepts quotes from electric motor repair shops on repair of motors. Maintains records and files on purchase orders, projects, specifications, and wiring diagrams. Works with consulting engineering firms on problems that arise at the treatment plant facility. Recommends hiring, transfer, promotion, grievance resolution, discipline and discharge of subordinate personnel. Conducts performance evaluations and recommends approval or denial of merit raises. Performs related work as required.

**Other Important Duties**

Submits parts and material requirements for budgetary purposes. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of practices, procedures and techniques essential to the electrical maintenance of a wastewater collection and treatment system. Knowledge of hazards and safety precautions common to sewerage systems. Knowledge of the operation of pumps, motors, and controls. Ability to evaluate performance and inspect the work of subordinates. Ability to maintain effective working relationships with plant personnel, consultants, contractors and the general public.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and five years experience that includes the installation and maintenance of wastewater plant electrical controls and other equipment; or any equivalent combination of training and experience.

**Necessary Special Requirements**

Possession of a City of Tallahassee Master Electrician's License at the time of appointment.

Possession of a valid class "D" State driver's license at the time of appointment.

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