

HEAD ELECTRICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work in installing, maintaining and repairing a variety of electrical equipment at the Binghamton/Johnson City Wastewater Treatment Facility and its Terminal Pump Station. The work is performed under the supervision of the Wastewater Treatment Plant Superintendent. Incumbents of this position will make out work and time schedules, put together quote specifications, and purchase material and tools following the guidelines of the plants procurement policy. The incumbent will supervise the plant Electrician and or helpers. Does related work as required.

TYPICAL WORK ACTIVITIES: Installs, maintains and repairs electric motors, Variable Frequency Drives (VFD's), pumps and generators as well as associated circuitry; installs, maintains and repairs electric fixtures, switches, lamps and calibrates electronic equipment; installs rigid conduit, pulls and splices wire on new and renovation projects; performs work on existing S.C.A.D.A. systems and associated Programmable Logic Controls (PLC's), power supplies and equipment; keeps accurate records of time and material used in electrical installations and repairs; may assist the painters, carpenters and plumbers in major department work projects; operates motor equipment in transporting equipment, tools and parts; supervises the plant electrician and or helpers; makes out work assignments, performs annual reviews and schedules time; designs new circuitry and projects within the scope of the Wastewater Treatment Plant; assists electrical engineers in detailing wiring configurations, as-builts and interconnectivity with new and existing circuitry.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of the practices, tools, terminology and safety precautions of the trade; ability to follow oral and written instructions; ability to operate and care for power equipment; willingness to work on departmental projects in other trades; willingness and ability to lead or supervise in work projects of department activities; ability to supervise and schedule subordinates; working knowledge of Variable Frequency Drives (VFD's) and Programmable Logic Controllers (PLC's); ability to work with Windows based software; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from High School or possession of a High School equivalency diploma and Four (4) years verifiable experience in the installation, maintenance and repair of electrical systems and equipment which will have included Variable Frequency Drives (VFD's), Programmable Logic Controllers (PLC's) and windows based software.

SPECIAL REQUIREMENTS: Journeyman Electrician License in the City of Binghamton or Johnson City or the ability to pass the test within the probationary period. Possession of the appropriate level Motor Vehicle Operator's License at time of appointment and maintain the license during the entire length of appointment.

Adopted: 3-20-03 (Competitive)

Revised: 3/27/09 (Competitive)

Revised: 12/18/13 (Competitive)