



31627 1st Avenue South • P.O. Box 4249 • Federal Way, WA 98063-4249  
253-941-1516 Federal Way • 253-927-2922 Tacoma • [www.lakehaven.org](http://www.lakehaven.org)

## NOTICE OF EMPLOYMENT

<u>POSITION TITLE:</u>	<b>Maintenance Electrician</b> <b>Department: Wastewater Operations</b> <b>Level: 11</b> <b>2016 Range: \$26.58 – 39.53</b> <b>International Union of Operating Engineers</b>
<u>RESPONSIBLE TO:</u>	<b>Wastewater Operations Manager or designee</b>
<u>POSTING DATES:</u>	<b>12/2/16 – Open Until Filled</b>
<i>Accepting applications from internal and external applicants.</i>	

### **JOB SUMMARY:**

Performs a variety of tasks at a high skill level to design, install, maintain electrical equipment and controls, and performs various electrical tasks at all District facilities.

Work is generally performed under general supervision.

### **ESSENTIAL JOB FUNCTIONS:**

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Accountable for design, installation, and maintenance of electrical equipment and electrical controls to ensure efficient and reliable operation of all District equipment.
- Accountable for maintaining accurate records, ordering necessary material, performing preventative maintenance and corrective repairs.
- Reviews and oversees contractors performing electrical work for the District to ensure that the work performed adheres to the District's contract specifications.
- Reviews and develops contract and construction electrical specifications to ensure the longevity and efficiency of equipment and electrical installations.
- Instructs and directs additional personnel that are assigned to the Electrical staff.
- Exercises sound judgment and decisions within the scope of each assignment.
- Troubleshoots a variety of electrical equipment and control problems.
- Performs instrumentation installation, calibration, and repairs.

- Performs PLC Ladder Logic programming troubleshooting, modifications for process control and general electrical controls associated with PLC programming.
- Maintains all electrical equipment for the safe operation of both equipment and personnel.
- Follows all safety requirements set forth by District Policy, State and Federal Codes.
- Monitors and complies with all safety measures and procedures at all times.
- Available for on-call duty and after hour emergencies.
- Requires shift, weekend and holiday work.
- Must be able to get to district boundary from residence in 30 minutes for on-call rotation.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Understands job procedures, rules, safety, and enforcement of those policies and procedures.
- Competently performs all assigned tasks and assists in the training of other Electrical Staff as required.
- Receives instructions and work specifications from the Electrical\Instrumentation Lead.
- Motivates other staff members to meet quality standards, schedules and positively contributes to solving work-related problems.
- May be assigned tasks and/or job duties of other Electrical Staff positions for the purposes of cross training other personnel.

**EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent.
- Must obtain within one (1) year from initial employment, any required certifications or licenses applicable to the utility; i.e., First Aid Training, Certified Flagging Safety, etc.
- Two (2) years of experience in the PLC programming, process instrumentation controls, and their installation, calibration, and maintenance.
- Three (3) years of experience in an industrial electrical environment related to the wastewater industry is desired but not required.
- A Washington State Journeyman's Certificate of Competency (01) on Non-Residential Maintenance (07) License is required within 3 months of hire.\*
- \*Applicants not holding this certification must provide documented eligibility qualifying them to sit for exam(s), prior to an interview.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to troubleshoot PLC Ladder Logic programming on existing PLC programs for Siemens, Koyo, TI, and Allen Bradley Programmable Logic Controllers.
- Skilled in troubleshooting, and calibrating instrumentation process control loops and instrumentation equipment and electrical controls.
- Ability to operate necessary portable calibration equipment to ensure that electrical equipment is operating correctly and process control is maintained.
- Ability to perform corrective repairs on all Instrumentation, Telemetry Equipment, PLC related equipment, and general electrical equipment as needed.
- Ability to work with limited or no direct supervision on assigned tasks and maintain a safe working environment and comply with all District job procedures, policies, and safety.

- Skilled in electrical construction practices in an industrial environment.

**GENERAL REQUIREMENTS:**

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate strong written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

**SPECIAL REQUIREMENTS:**

- Must have valid WA State Driver's license.

**WORK ENVIRONMENT:**

- Work is generally performed in a field environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.
- Work is generally performed in an environment consisting of loud noises, biological agents, chemical hazards, and odors associated with wastewater treatment plants, water production facilities, and sewer pump stations.
- Ability to work in or around confined space areas.
- Ability to perform manual tasks involving physical strength and endurance.
- Requires visual and hearing acuity and substantial manual dexterity.
- Ability to withstand exposure to variable weather conditions.

**MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:**

- Equipment utilized includes laboratory equipment; miscellaneous hand and power operated tools and equipment associated with the maintenance and repair of pump stations, water production facilities, and wastewater treatment plants; vehicles including small and full size pick-up trucks, single and tandem axle dump, forklift, boom truck and standard office equipment including a computer.
- Personal Protective equipment (PPE's) shall be comprised of all PPE's associated with chemical, confined spaces, and atmospheric conditions common in the work place. Level of PPE protection will be determined by District and safety guidelines.
- Able to wear and use a respirator (tight fitting negative and positive pressure type).
- Arc Flash PPE. Instruments typically utilized by electricians and PLC technicians.

**PHYSICAL DEMANDS:**

Please see attached document.

Lakehaven Water & Sewer District is an Equal Opportunity Employer. Individuals interested in applying for this position must submit a completed Cover Letter, Resume, and District

Application, no later than 4PM 12/19/16 (first review date) to Lakehaven Water & Sewer District, c/o HR, 31627 1<sup>st</sup> Ave S, Federal Way, WA 98003. Incomplete application materials will not be accepted.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please enquire directly with the Human Resources Manager.

**PHYSICAL DEMANDS:**

**N:** Never (not at all)

**O:** Occasional (1-33% of the time)

**F:** Frequent (34%-66% of the time)

**C:** Constant (67%-100% of the time)

STRENGTH:  Sedentary  Light  Medium  Heavy  Very Heavy

	Frequency	Comments	
Sitting	C		
Standing	C		
Walking	C		
Driving	C		
Lifting: 50 lbs.	O		
Carrying: 50 lbs.	O		
Push/Pull: 50 lbs.	O		
Climbing Stairs/Ladders	O		
Working at Heights/Balancing	O		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	O		
Crawling	O		
Reaching	F		
Repetitive Motion	F		
Handling/Grasping	F	Pinch Grasp 90%	Whole Hand Grasp 50%
<i>Comments for line above:</i>			
Fine Finger Manipulation	F		
Talking	C		
Hearing	C	Indoors 50%	Outdoors 50%
Seeing	C		
Temperature Extreme	O		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.