



CITY OF CALEXICO

CLASS TITLE: ELECTRICIAN/HVAC TECHNICIAN

MONTHLY: \$4,115 - \$5,002 RANGE: G-27

BASIC FUNCTION:

Under the direction of the Supervisor-Maintenance & Operations, perform journey-level air conditioning, heating and electrical work in the repair, maintenance, alteration and construction of various City buildings, equipment, systems and facilities; assist City departments with a wide variety of electrical and City electronic systems; install, repair and maintain air conditioning systems and appliances.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform journey-level air conditioning, heating and electrical work in the repair, maintenance, alteration and construction of City buildings and facilities; install, service and maintain a variety of electrical systems and utilities.

Inspect, repair, install, test, service and maintain electrical systems, including wiring, circuits, generators, transformers, motors, control boxes, compressors, controllers, pumps, switches, controls, panels, breakers, valves, transmitters, solenoids, shock absorbers, hoists and various electrical appliances; replace equipment and machines.

Install, maintain, troubleshoot and repair heating, air conditioning and refrigeration systems and equipment; diagnose malfunctions and determine repair needs; perform tests for defective parts and leaks.

Troubleshoot and resolve electrical malfunctions; trace out wiring, perform diagnostic tests on system components and replace defective wires and parts; maintain and repair alarm systems as needed.

Assemble and bend conduit and pull wire; maintain duct systems; install new circuits or replace existing circuits as needed; repair or replace power outlets as necessary; replace breakers as appropriate.

Install, repair and maintain street lights and other lighting systems; repair or replace lights as needed; monitor timing and troubleshoot malfunctions; repair, assemble and replace units, contacts, timers, lamps, lighting fixtures, ballasts and other electrical devices as necessary.

Observe and assist in assuring City building and facilities comply with applicable local, State and federal electrical codes, rules and regulations.

Operate and maintain a variety of equipment including meters, testers, amp probes, gauges, vacuum pumps and various hand and power tools; drive and operate a service truck with bucket lift to conduct work; respond to emergency and non-emergency calls as needed.

Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed.

Inspect, maintain and repair various electrical maintenance equipment such as lifts, tire repair machines, air compressors, drills and steam cleaners; maintain and repair refrigerators, ice machines, microwaves, washers dryers and other electrical appliances.

Plan, organize and lay out assigned tasks; work from verbal and written instructions, blueprints, sketches, manuals, schematics, wiring diagrams and work orders; prepare rough sketches and working drawings as needed.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Perform special projects for various City departments; install and perform wiring for scoreboards and electrical systems for special events at City parks as needed; construct electrical control boards as requested; repair automatic frequency drives for the water treatment plant as needed.

Maintain various records related to work orders and assigned activities.

Maintain shop and work areas in a safe, clean and orderly condition.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools and equipment used in the maintenance and repair of electrical, heating, air conditioning and ventilation equipment and systems.

Industrial circuitry, instruments and control.

Proper use of refrigerant recovery equipment and safe disposal of refrigerant containers.

Shop math applicable to the building trades.

Applicable building codes, ordinances, fire regulations and safety precautions.

Operation and maintenance of tools and equipment used in the electrical and HVAC trades.

Technical aspects of the electrical and HVAC trades.

Health and safety regulations and procedures.

Pneumatic and electrical control systems.

Record-keeping techniques.

Oral and written communication skills.

Revised March 2016

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ABILITY TO:

Perform journey-level air conditioning, heating and electrical work in the repair, maintenance, alteration and construction of various City buildings, equipment, systems and facilities.

Troubleshoot and diagnose electrical and HVAC device, system and equipment malfunctions.

Operate a wide variety of hand and power tools and equipment related to electrical and HVAC work.

Plan and lay out electrical and HVAC work.

Inspect, troubleshoot, diagnose, maintain, repair and replace a variety of parts and equipment.

Work from sketches, diagrams, blueprints, plans and specifications.

Observe health and safety regulations and procedures.

Communicate effectively both orally and in writing.

Estimate material and supply needs.

Work cooperatively with others.

Meet schedules and time lines.

Understand and follow oral and written instructions.

Work independently with little direction.

Maintain various records related to work performed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in the electrical or HVAC trade and three years experience in the electrical or HVAC trade.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid EPA Refrigerant and Recovery certification.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Seasonal heat and cold or adverse weather conditions.

Emergency call-out.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of specialized equipment and tools.

Seeing to inspect systems and to read a variety of materials.

Hearing and speaking to exchange information.

Standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Climbing ladders.

Lifting, carrying, pushing and pulling heavy objects.

HAZARDS:

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Working around and with machinery having moving parts.

Exposure to fumes, dust and odors.

Hazardous chemicals.

Working at heights.

Electrical power supply and high voltage.

Working in a cramped or restrictive work chamber.