

CITY OF FAIRMONT**POSITION DESCRIPTION**

POSITION: Electronics Technician

DIVISION: Public Works

DEPARTMENT: Line Department

CLASSIFICATION: Union – Non-Exempt

POSITION SUMMARY: Performs a variety of skilled work in the installation and maintenance of electrical equipment, metering, load management, controls and communications.

POSITION AUTHORITY: Works under general supervision while determining the most expedient and cost-effective method of getting equipment back on line.

RELATIONSHIPS

IMMEDIATE SUPERVISOR: Line Department Superintendent.

SUPERVISES: None.

EMPLOYEE CONTACTS: Employees of all utility departments and customers.

OUTSIDE CONTACTS: Equipment vendors, repair facilities and contractors.

RESPONSIBILITIES

Installs and maintains electrical equipment at city buildings, remote substations, water treatment plant, remote tank sites, wastewater treatment plant, lift stations and all metered sites.

Performs monthly inspections of all substations, to include end of the month meter reads, fire extinguisher inspections, emergency light and eye washing stations.

Monitors civil defense sirens in cooperation with City Emergency Management Staff.

Installs and maintains SCADA system RTU's.

Maintains and monitors load management system and all electric meters and associated equipment.

Performs monthly meter reading of all utility customers and coordinates with utility billing department.

Performs other duties as directed.

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EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE: High school diploma or equivalent and valid MN driver's license. Graduate of two-year degree from vocational/technical school required. Schooling in electronics or experience in electronic trouble shooting and repair preferred. Class B driver's license preferred.

SPECIAL REQUIREMENTS: FCC license or ability to acquire in six months is desirable.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Understanding of all associated electrical and safety codes.

Ability to work at moderate heights and occasionally water towers.

Skilled in the operation of computers and modern software programs relating to electrical and office work.

Ability to run computer programs relating to load management, advanced metering and SCADA.

Understanding of radio communications and ability to trouble shoot communication systems.

Working knowledge of methods, materials and tools used in electrical maintenance work.

Working knowledge of the occupational hazards and safety precautions of the trade.

Considerable knowledge of the principles of electrical theory as applied to the electrical circuits and wiring systems and ability to apply this knowledge to work situations.

Skill in the application of first aid methods including artificial respiration.

Ability to follow proper methods, procedures and safety precautions.

Ability to understand and follow complex oral and written instructions.

Ability to work under varying weather conditions.

Skill in operation of the listed tools and equipment.

TOOLS AND EQUIPMENT USED: Motorized vehicles and equipment including pickup, manlift, hydraulic press, wire cutters, infra-red camera, electrical testing equipment, generator and various hand tools. Computers, tablets, smart phones and other modern technology.

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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 this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear; employee is occasionally required to taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIROMENT: 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 in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DATE APPROVED: _____

BY: _____