



Position Description
Electric Intern

DEPARTMENT: Electric
FLSA CLASS: Non-exempt
REPORTS TO: Line Crew Foreman
SUPERVISES: None

SUMMARY:

Under the general supervision of the Electric Distribution Superintendent and the daily direction of the Line Crew Foreman, the Electric Intern is responsible for assisting in the maintenance of the electric distribution system infrastructure and performing other related functions as assigned or apparent.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. The essential functions listed below are intended to serve as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist with maintenance on the electric distribution and substation system infrastructure.
 - Participate in the construction and maintenance of underground and overhead infrastructure.
 - Effectively and respectfully communicate with and receive direction/guidance from all employees and supervisors within the Electric Department.
 - Clean and maintain Electric Department facilities.
 - Perform other related functions as assigned or apparent to achieve departmental goals/objectives.
-
-

EQUIPMENT USED:

- Motorized vehicles (excluding those that require a Commercial Driver's License unless such license is obtained)
 - Vacuum excavator
 - Various hand tools
 - Computer, smart phone, and other mobile devices
-
-

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic knowledge of (or a willingness to learn about) electrical principles and associated terminology
- Ability to communicate effectively orally and in writing
- Ability and willingness to work as part of a team
- Ability to adhere to safety guidelines

MINIMUM QUALIFICATIONS:

- High school diploma, GED, or equivalent
- At least 18 years of age
- Valid driver's license and good driving record

PREFERRED QUALIFICATIONS:

- Interest in pursuing a post-secondary education in an electrical-related field or enrollment in a post-secondary electrical-related program

CONDITIONS OF EMPLOYMENT:

- Ability to satisfactorily pass a motor vehicle records check

WORK SCHEDULE:

The typical work hours for this position are 7:00 a.m. to 4:00 p.m., Monday – Friday.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to work with others, around others, and have contact with the public. This position will work indoors and outdoors, in confined spaces, on uneven ground, and underground. It may be exposed to dust, dirt, fumes, gases, chemicals, (excessive) noise, vibration, pressurized equipment, explosive and burning material/equipment, moving objects, (extreme) heat and cold, wetness, humidity, marked changes in temperature or humidity, and the risk of electrical shock.

Activities that will occur continuously include twisting; reaching at shoulder level with the right, left, and both arms at the same time; using hands and fingers to handle, feel, and carry out fine manipulation; using the right, left, and both feet at the same time; communicating verbally; hearing; and utilizing vision skills (seeing up close and distantly, adjusting focus and depth perception, seeing color, using peripheral vision); smelling; and lifting and carrying up to 10 pounds.

Activities that will occur frequently include utilizing problem solving and analytical skills; concentrating; working within time management parameters despite interruptions; crouching; kneeling; reaching above and below

shoulder level with the right, left, and both arms at the same time; using the sense of touch; lifting and carrying up to 24 pounds.

Activities that will occur occasionally include displaying interpersonal skills, organizational skills, and creativity; bending/stooping; squatting; pushing; and lifting and carrying up to 34 pounds.

Activities that will occur infrequently include crawling, and lifting and carrying over 75 pounds.

This position will at times require the ability to drive an automobile.

This 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.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with the City of Fairmont.

Employee Signature

Printed Name

Date