

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see pages 2 - 4 for a detailed job description.)

DEPARTMENT OF FACILITIES MANAGEMENT FACILITIES TRADE MECHANIC - ELECTRICIAN

The Town of Rocky Hill is seeking qualified applicants for a Facilities Trade Mechanic - Electrician position in the Department of Facilities Management. Please see pages 2 through 4 for a detailed job description and a full list of qualifications. Ideal applicants must be currently a licensed E-1 Electrician (or an E-2 Electrician with the ability to obtain an E1 license within 24 months of the date of hire). Ideal applicants should also have a minimum of five (5) years of field experience related to electrical, general carpentry and general maintenance work.

This position requires the ability to be available outside normal working hours for on-call work as needed over a 24 hour time period and the ability to perform continuous physical activity, including standing for extended periods of time (i.e. up to six (6) hours per day without a break).

This position is part of the NAGE Local #RI-266 Union. Salary and hours will be in accordance with the Union contract which can be viewed online at: www.rockyhillct.gov/unioncontracts

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which demonstrates how you meet the qualifications; 3) A copy of your current E1 or E2 license; and 4) A completed Town of Rocky Hill Application for Employment. All application materials must be submitted to the Department of Human Resources (hrdept@rockyhillct.gov).

Applications will be accepted until the position has been filled. Incomplete applications will not be accepted or reviewed by the hiring manager or search committee.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

**Town of Rocky Hill
Job Description**

POSITION:	FACILITIES TRADE MECHANIC (ELECTRICIAN)
DEPARTMENT:	FACILITIES MANAGEMENT
REPORTS TO:	DIRECTOR OF FACILITIES
SUPERVISES:	N/A
BARGAINING UNIT:	NAGE LOCAL RI-266

Summary of Responsibility:

This is a highly responsible position working under the general direction of the Director of Facilities, and performing skilled level electrical work in the installation, alteration, maintenance, and repair of electrical systems, equipment, and fixtures in accordance with standard practices of the electrical trade. Multi-Trades work will consist of fire protection, plumbing, electrical, and carpentry within the incumbent's scope of competence and expertise. All Town owned buildings will be routinely maintained and services in a cost competitive manner, complying with applicable codes and providing continuity of business for the building occupants. Incumbents are expected to proactively engage in continuous professional development and training to increase skills, knowledge and expertise relative to job duties.

Goals include routine maintenance and service of assigned Town-owned buildings' systems to ensure continuity of business for building occupants in an energy-saving and cost competitive manner, and in compliance with applicable codes and regulations relative to systems that include, but are not limited to heating ventilation, air condition, refrigeration, and building automation. This position is expected to provide 24 hour emergency response services.

Essential Functions:

1. Installs, alters, maintains and repairs electrical wiring systems and equipment, both high and low voltage, air distribution systems, pumps, transformers, motors, streetlights, and appliances.
2. Documents information on preventative maintenance file on electrical equipment and machinery and monitor a preventative maintenance program.
3. Draws circuits on a one-line diagram for controls.
4. Designs functional electric circuitry for electrical systems.
5. Locates and adjusts defects in electrical systems and equipment.
6. Estimate labor or material costs/amounts from blueprints or work plans.
7. Expresses ideas on technical problems clearly and concisely orally and in writing in the English language.
8. Complies and adheres with laws and regulations regarding safety.
9. Complies with state codes, fire codes, OSHA (Occupational Safety and Health Act), and NEC (Notion Electrical Code).
10. Uses and cares for hand tools and equipment necessary to perform various electrical repair tasks.
11. Performs, and assists with, general maintenance on heating, ventilation, air handling systems, air conditioning, domestic and process plumbing and piping systems, control systems, security systems, fire systems, and energy management systems.
12. Provides mechanical infrastructure support services and ensures that the same is applied for their intended purposes and meets the needs of building occupants.
13. Ensures door hardware, crash bars and closers are maintained according to specifications.

14. Contributes to a strong multi-disciplined team, which is technically competent and is characterized as customer focused.
15. Utilizes manual and/or automated work order and preventive maintenance programs, and uses the same to coordinate work tasks and establish priorities.
16. Exhibits substantial interchangeability with all trades personnel through cross training in order to understand the principles and operation of all building systems and equipment.
17. Incumbent is expected to engage in rapid learning and integration of new technologies and application methods while being responsive to various situations as they arise.
18. Incumbent is expected to be flexible in their work routine so they can change direction as necessary to resolve unforeseen problems and quickly get back on track.
19. As necessary and/or as assigned, coordinates routine asbestos inspections and records, as well as other inspections related to OSHA-regulated matters (i.e., Lockout-Tagout procedures and equipment, Hazardous Communications procedures, etc.), and provides reports to supervisors and administrators regarding the same.
20. Supervises contracted labor for services and projects, and participates in activities surrounding Town RFP/RFQ processes and related matters.
21. Works effectively with peers, supervisors, custodians, apprentices and other personnel across organizational and functional trade lines.
22. Works effectively in individual contributor, teammate, or team leader roles, and develops working relationships that promote a collegial work climate.
23. Maintains inventory of supplies while keeping quantities to a minimum working level.
24. Reviews plans and recommends improvements, keeps necessary records and prepares reports as necessary and/or as assigned.
25. Assists with budget preparation as assigned.
26. Assists Director and other administrators with programs related to building and capital improvements, including conducting research and assisting with presentation activities, which may involve participation in evening meetings as assigned.
27. Works proactively with supervisors and human resources relative to professional development, training and certifications related to workplace health and safety matters, including OSHA-related requirements.

The duties listed above are intended only as illustrative 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 or a logical assignment to the position.

Qualifications and Competencies:

1. Must have a high school diploma.
2. Must have a valid CT Driver's License and a good driving record.
3. Must be a licensed E-1 Electrician (or an E-2 Electrician with the ability to obtain an E1 license within 24 months of the date of hire).
4. Must have knowledge, certifications and/or licenses relative to electrical, general carpentry and general maintenance.
5. Must have a minimum of five (5) years of field experience related to electrical, general carpentry and general maintenance.
6. Knowledge of: electrical construction and maintenance, including installation of all sizes of electrical conduit, cables, wires, switches, automatic starting equipment, and occupational hazards and necessary safety precautions.
7. Must have or obtain certification in basic asbestos inspections and work practices.

8. Must demonstrate continued, proactive, self-development to maintain skill sets through networking, seminars, professional trade organizations, or other appropriate means.
9. Multi-Trades proficiency with electrical, HVAC, carpentry, plumbing, or a propensity for learning and working across all trade disciplines is desirable.
10. Must be able to demonstrate the ability for rapid learning and integration of new technologies and application methods while being responsive to various situations as they arise.
11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, plans, sketches, blueprints, and procedure manuals.
12. Ability to write accurate reports and correspondence.
13. The capacity to speak effectively before groups of employees of the organization is a must.
14. Aptitude to apply common sense understanding to carry out instructions furnished in written, oral or diagram form and the ability to deal with problems involving several variables in standardized situations.
15. Ability to be available to work outside normal working hours and be available for on-call work as needed over a 24 hour time period.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to perform continuous bending, twisting, stooping, kneeling, crouching, crawling, reaching and lifting of moderate to heavy weight material up to fifty (50) lbs.
2. Required to have the dexterity to operate and control tools, and equipment used within this job group (including the use of hands to handle, feel or operate objects, tools or controls; and reach with hands and arms). Must have the dexterity to utilize a computer keyboard on a regular basis.
3. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
4. Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
5. Must be able to work standing for extended periods of time (i.e., up to six (6) hours per day without a break).
6. While performing the duties of this job, the employee is expected to work outdoors in all weather conditions, as required.
7. Must be able to frequently work near moving mechanical parts, in precarious places, and be exposed to wet and/or humid conditions, extreme cold, and extreme heat.
8. Must be able to read and interpret MSDS / SDS sheets; and must be able to follow recommendations when handling and dealing with toxic materials that can emit fumes in the work area.
9. Must be able to perform in a work environment that is quiet to noisy, depending on the task or equipment being used.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.