

Pine Mountain Lake Association Job Description

Job Title: Utility Tech/ Electrician
Job Code: 82
Employee Name:
Department: Maintenance
Location: Maintenance Yard
Reports To: Maintenance and Operations Manager
FLSA Status: Non-Exempt
Prepared Date: 08/07/2020 sm

SUMMARY Troubleshoot, repair, maintain and construct commercial/residential electrical systems, lighting, fans, fixtures, appliances, machinery, switches, outlets, wiring, breakers, relays, boxes, electric gates and electric pumps by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Discusses layout and assembly procedures and problems with Facilities/Streets Manager and General Manager and draws sketches to clarify design details and functional criteria of electrical units.
- Assembles experimental circuitry (breadboard) or complete prototype model.
- Recommends changes in circuitry or installation specifications to simplify assembly and maintenance.
- Sets up standard test apparatus or devises test equipment and circuitry to conduct functional, operational, and environmental tests to evaluate performance and reliability of gate unit control. Analyzes and interprets test data.
- Adjusts, calibrates, aligns, and modifies circuitry and components and records effects on unit performance.
- Writes technical reports and develops charts, graphs, and schematics to describe and illustrate system's operating characteristics, malfunctions, deviations from design specifications, and functional limitations.
- Checks functioning of newly installed equipment to evaluate system performance under actual operating conditions.
- Prepares a materials list and order.
- Prepares and completes necessary job related paperwork and reports.
- Works with materials vendors and suppliers.
- Regular, punctual attendance required.
- Performs other reasonable maintenance duties when assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Degree from four-year college or university; or four to five years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to speak effectively before property owners or employees of organization. Must be able to speak, write and understand English.

MATHEMATICAL SKILLS

Ability to calculate figures, proportions, area, circumference, and volume. Ability to apply concepts of basic geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work independently and un-supervised.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License required and clean record

OTHER SKILLS AND ABILITIES

Ability to operate specific equipment and tools. Ability to work with specific computer software.

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

The employee must regularly lift and/or move up to 50 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.

Situations will require overtime work hours: on-call emergency work after hours, on-call emergency work on scheduled days off and on holidays.

WORK ENVIRONMENT

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 near moving mechanical parts and in outside weather conditions and is regularly exposed to risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals and vibration.

The noise level in the work environment is usually moderate to loud.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.