

Class Title: **Electrician**

Department: Department of Public Works/Electrical Department

Location: 112 Holley Avenue

Date Revised: 4/23/25

**General purpose:**

Performs a variety of duties within the department of Public Works, Parks department Buildings, City Hall, Police Station, Fire Stations, and throughout town. Including but not limited to repairs and maintenance of Electrical, Heating, Traffic Signals, Route 219 Highway lighting, downtown events, decorations, banners and parking meters.

**Supervision:** Reports to the Director of Public Works.

**Supervise:** Street Department Personnel when used to assist on projects.

**Essential Duties:**

Position is responsible for all electrical system problems or updates at all City buildings, properties and locations. This includes General Maintenance, renovations, recommendations for upgrade, replacement of fluorescent lighting. Purchasing of needed electrical supplies.

Routine maintenance and upkeep of the heating Systems: Boilers, Forced Air, Hydronic, and Tankless Units in city buildings including Hot Water Heaters.

Job duties include City Traffic Signals general maintenance, Emergency maintenance and repairs. Parts and supply ordering as needed. Preparations of estimates of property damages to Traffic Signals caused by Motor Vehicle accidents and/or Vandalism for insurance claims. Document all traffic signal repairs and maintenance as per PennDOT publication 191 Traffic Light Maintenance.

Maintenance and replacement of city parking meters. Estimates of property damage to meters caused by traffic accidents and/or vandalism. Parking meters must be tested for proper calibration and recorded every three years. Order new parts and supplies when needed.

The city electrician is responsible for city owned Street lighting, repair and replace when required. Order supplies as needed and maintain adequate inventory.

Responsible to maintain and replace some lighting on Route 219 highway poles and signage lighting within the city limits. The City Lift Van does reach sign lights to repair or replace lights. Licensed contractors are hired for work on the pole lights. PennDOT pays 50% of all labor and 50% of all materials. Time and material receipts are tracked and reported to City Hall for billing. The city electrician suspends American flags and Winter/Summer banners on Main Street and the Hometown Hero banners throughout the City and the local townships.

The city electrician duties include installation of seasonal Christmas decorations on Main Street, East Main Street and Mechanic Street then removal to return items to storage.

Arrange electric access for vendors at special downtown events scheduled throughout the year at veteran's square, Main Street, Chambers Street and in the downtown business district.

Responsible to track the Electrical department expenses and budget accordingly and attending the annual budget meeting with the City Council.

### **Desired Minimum Qualifications**

Education and Experience:

- A. Graduation from High School or GED equivalent
- B. Combination of Education and/or training/certification in electrical maintenance.

### **Necessary Knowledge, Skills and Abilities:**

- A. Significant knowledge of the principles of electrical theory as applied to electrical circuits and wiring systems and the ability to apply this knowledge to work duties, schematics and blueprints.
- B. Skills in the operation of required tools and equipment.
- C. General computer skills and abilities.
- D. Effective time and project management skills.
- E. Aptitude to understand and follow complex oral and written instructions.
- F. Ability to communicate effectively with supervisors, co-workers and the public.
- G. Combination of training skills to effectively perform duties as prescribed.
- H. Experience and proficiency working with traffic signals. Need to respond quickly to restore service to the malfunctioning traffic signal equipment to ensure public safety.
- I. Knowledge of traffic signs, traffic safety, some general construction trade experience with computerized traffic signal systems, traffic control devices and signal timing principles.
- J. Utilize work zone safety practices for route 219 highway lighting maintenance.
- K. Functionality to perform manual tasks under varying weather conditions.

### **Special Requirements:**

Valid state driver's license.

Ability to operate lift on vehicle.

### **Physical Demands:**

**Sitting:** Will vary in required times for projects and driving to job locations.

**Standing:** Required possibly up to 7 hours daily.

**Walking:** Required could be up to 6 hours daily.

**Lifting:** Weights lifted would vary, and the amount of time for each duty would also vary. Maximum lifting for an individual would be 80 to 100 pounds. Normal lifting on a regular basis throughout the day would approximately 20 pounds to include most hand tools the worker may use for an entire shift to perform the required tasks.

**Bending:** May be required to perform maintenance or repair/renovation duties.

**Twisting:** Occasional to perform duties.

**Climbing:** Occasional throughout the day. Ladders, stairwells, etc.

**Squatting:** May be required to perform duties,

**Kneeling:** May be required to perform duties.

**Hand usage:** Required continuously for all duties.

**Environment:** Employee is subject to all weather conditions to complete required job duties.

**Work Environment:**

While performing the duties of the job, the employee works in both inside and outside conditions. The employee frequently works in traffic near moving vehicles. Must be alert and cautious of pedestrians while operating the lift.

The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibrations. The noise level in the work environment is occasionally loud.

**Selection Guidelines:**

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 or if the individual holding this position has the ability, training and skills necessary to undertake duties beneficial to this department and to the City of Bradford.

The electrician reports to the Public Works Director and will from time to time be required to complete duties and assignments at the discretion of the City Administrator and/or the Public Works Director that may not be included in this job description.

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.