



Job Description

TITLE: Lead Maintenance Electrician	JOB CODE: 2460
DEPARTMENT: Parks and Maintenance	FLSA: Non-Exempt
PREPARED: December 2010	FLSA CLASS: Supervisor
UPDATED: March 30, 2022	LOCATION: Farmington, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Must be a licensed Journeyman Electrician by the State of New Mexico. Must possess and surrender New Mexico State Electrical Contractors license to do business as (DBA) San Juan County.

Under direct supervision of the Buildings and Grounds manager, performs a variety of supervisory, skilled and semi-skilled duties related to the installation, maintenance, monitoring, troubleshooting, and repair of domestic electrical power distribution systems, fire and security alarm and detection systems, and heating, ventilation, and air conditioning (HVAC) Systems in County and related buildings. Performs a variety of non-electrical maintenance tasks, including the repair and replacement of plumbing, heating and air conditioning, boilers and other related mechanical equipment. Performs snow removal and other tasks that are required for the well being of the buildings and County personnel; works to support the functions of McGee Park.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provides direct supervision to electrical maintenance technician(s) and any regular or part-time support personnel assigned.
- Performs, reviews, supervises, and certifies work as a New Mexico State Electrical Contractor doing business as (DBA) San Juan County.
- Submits electrical permit application(s) and obtains permits as required by New Mexico Construction Codes and National Electrical Codes (NEC).
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials and all members of the public
- Performs and supervises repairs and maintenance to electrical systems; troubleshoots electrical problems and replaces and installs new components.
- Repairs and maintains the heating and air conditioning systems in County facilities; performs routine maintenance to ensure proper operations; tests systems to prepare for seasonal changes; replaces belts, fittings and other components to maintain proper operations.
- Performs and supervises installation of new heating and air conditioning and heating systems as necessary; installs and programs electronic controls to monitor and regulate systems; makes programming changes to maintain proper temperatures.
- Performs non-electrical building maintenance duties such as maintenance of plumbing, heating, air conditioning and mechanical equipment.
- Plans the layout of the service and orders materials; installs service box and makes connections to service provider; runs conduit and makes connections to switches and boxes; ensures that all service connections meet code requirements and provide for the safety of building occupants.
- Responds to emergency calls for service; troubleshoots electrical systems to isolate problems; makes repairs in a safe and cost-effective manner.
- Assists in the maintenance of grounds to ensure they are in repair and clean; includes the removal of snow from sidewalks and parking lots.
- Inspects electrical work assignments; inspects electrical projects completed by other contractors for compliance with accepted practices and codes.
- Coordinates the buying and pricing of materials with purchasing and building manager.
- Maintains voting machines during elections.
- Supervises trustee labor, when assigned.
- Assists with plumbing problems.
- Gives instructions to others when assisting with electrical assignments; trains others for electrical certification.
- Installs control and distribution apparatus such as: switches, relays, and circuits breaker panels; connects power cables to equipment.
- Works events scheduled at McGee Park.

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- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of all phases of building maintenance including motors, basic electrical repair, carpentry, plumbing, heating, air conditioning, boilers and all other related mechanical equipment.
- Knowledge of the National Electrical Codes (NEC) and the New Mexico Construction Codes.
- Knowledge of the principles and operations of electrical systems.
- Knowledge of the equipment, materials and methods used in electrical systems maintenance.
- Knowledge of occupational hazards and safety rules and regulations.
- Knowledge of computer programs for the HVAC systems.
- Knowledge of supervisory principles, practices, and methods.
- Knowledge of County policies and procedures.
- Skill in inspecting and repairing mechanical and electrical equipment.
- Skill in reading and interpreting documents such as blueprints and schematics.
- Skill in installing, maintaining and repairing H.V.A.C. systems, including electronic controls.
- Skill in performing general building maintenance and repairs.
- Skill in the safe operation of medium and heavy motorized equipment and vehicles.
- Skill in effectively supervising and leading staff, and delegating tasks.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in following written and oral instructions.
- Skill in establishing and maintaining effective working relationships with co-workers and the public.
- Skill in working independently and as a team member.

Education and Experience

- High School Diploma or GED equivalent.
- Must possess a valid New Mexico journeyman electrical license.
- Must possess and surrender New Mexico State Electrical Contractors License to do business as (DBA) San Juan County.
- Two (2) supervisory experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and an outdoor environment; frequently exposed to wet and humid conditions, moving mechanical parts, high and precarious places, outside weather conditions, extreme cold, and extreme heat. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually very loud.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes various medium and heavy motorized vehicles and equipment including forklift, tractor, loader and backhoe, and hand and power tools.

Approvals:

Employee: _____ Date: _____

Supervisor _____ Date: _____

Department Head: _____ Date: _____