



## Job Description

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**TITLE:** Apprentice Electrical Maintenance Technician

**JOB CODE:** 5404

**DEPARTMENT:** Parks and Facilities

**FLSA:** Non-Exempt

**PREPARED:** March 5, 2020

**FLSA CLASS:** Labor/Trade

**UPDATED:** March 29, 2022

**WORK LOCATION:** Farmington, NM

**REMOTE WORK ELIGIBLE:** NO

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**Summary:** Under general supervision of the Buildings and Grounds Supervisor and direct guidance of the Lead Electrician Maintenance for the duration and completion of electrical apprenticeship plan, will perform general electrical maintenance functions including but not limited to inspection, repair and maintenance of electrical systems, components and equipment. Individual will perform a variety of other building needs 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:** As an Apprentice Electrical Maintenance Technician the following is a list of skills and abilities to be gained in order to pass and receive a Journeyman Electrician License from the State of New Mexico. *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.*

- Repair and maintain electrical systems, troubleshoot electrical problems, and replace and install new components.
- Assist in the repair and maintenance of the heating and air conditioning systems in county facilities in relation to electrical repairs/adjustments/replacement.
- Assist in the repair and maintain the heating and air conditioning systems in county facilities; perform routine maintenance to ensure proper operation; test systems to prepare for seasonal changes; replace belts, fittings, and other components to maintain proper operation of units.
- Assist in the installation of new heating and air conditioning systems as necessary; install and program electronic controls to monitor and regulate systems; make programming changes to maintain proper temperatures.
- Perform non-electrical building maintenance duties such as maintenance of plumbing, heating, air conditioning and mechanical equipment.
- Respond to emergency calls for service; troubleshoot electrical systems to isolate problems; at the direction of Electrical Maintenance Technician make electrical repair in a safe and cost-effective manner.
- Assist in the maintenance of grounds to ensure they are in good repair and clean; including the removal of snow and leaves from walkways and parking areas.
- Assist with inspecting electrical work assignments and electrical projects completed by other contractors for compliance with accepted practices and codes.
- Coordinate the buying and pricing of materials with Central Purchasing and Building Manager.
- Maintain voting machines during elections.
- Assist with plumbing problems.
- Install control and distribution apparatus, such as switches, relays, and circuit breaker panels; connect power cables to equipment.
- Work events scheduled at McGee Park.
- Perform other related duties as assigned.

## Job Description

### Apprentice Electrical Maintenance Technician

#### Required Knowledge and Skills to be acquired during Apprentice Phase:

- 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 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 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 HVAC 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 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 within 2 years.
- 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 in outdoor environments; 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 are 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: \_\_\_\_\_