



## Job Description

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<b>TITLE:</b> Electrical Maintenance Technician	<b>JOB CODE:</b> 5405
<b>DEPARTMENT:</b> Parks and Maintenance	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Labor/Trade
<b>UPDATED:</b> December 15, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** Must be a licensed Journeyman Electrician by the State of New Mexico. Under direct supervision of the Buildings and Grounds Supervisor, performs 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 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.*

- Repairs and maintains 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.
- Installs 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.
- 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 and leaves from sidewalks and parking areas.
- 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.
- Assists with plumbing problems.
- Gives instructions to others when assisted 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.
- 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 principles and operations of electrical systems.
- Knowledge of the equipment, materials and methods used in electrical systems maintenance.

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### Electrical Maintenance Technician

- 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 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 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 (EE98J).
- 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: \_\_\_\_\_