

# City of Brooksville

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>Electrical and Mechanical Specialist</b>
<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>DIVISION:</b>	<b>Water and Wastewater</b>
<b>SUPERVISED BY:</b>	<b>Utilities Superintendent</b>

**POSITION SUMMARY:** Highly technical position in the installation, repair, and maintenance of mechanical and electrical power, control and instrumentation systems at city-owned water, wastewater and reclaim water installations. Primary functions are directed through and supervised by the Utilities Superintendent.

### ESSENTIAL JOB FUNCTIONS:

- Installs, modifies, maintains, and repairs electrical generating equipment for water distribution and transmission systems, wastewater collection systems, wastewater treatment systems (electric valves, check valves, altitude valves, submersible pumps, vertical turbine, centrifugal pumps, high-service pumps, aeration equipment, mixers, mechanical bar screens, chlorinators, telemetry systems, and computer monitoring systems).
- Fabricates control and electrical panels, motor-control centers, and electrical distribution systems.
- Installs, modifies, repairs, maintains, and calibrates measurement equipment, meters, transmitters, telemetry, chlorination controllers and meters, dissolved oxygen meters, and chart recorders.
- Upgrade, rebuild, and rehabilitate wastewater pump stations, treatment plants, and equipment that have become obsolete or inefficient.
- Trouble-shoots electrical, electronic, mechanical, and hydraulic systems.
- Obtains building and electrical permits and coordinates inspections, as required.
- Performs emergency repair on water and wastewater systems, equipment and facilities, as necessary.
- Maintains records on equipment, generators, pump stations, and wells.
- Conducts safety and fire inspections of equipment, buildings, structures, walk-ways, electrical and mechanical systems in compliance with county, state, and federal agencies.
- Assesses damage from lightning, fire, storm, flooding, and completes forms and coordinates insurance claims with insurance providers.
- Provides instruction on preventative maintenance procedures for electrical and mechanical systems.
- Performs startup inspections and performance tests on new and modified systems.
- Assists management in the review of plans, specifications, and drawings of new construction and rehabilitation projects.
- Subject to call-out and on-call status as needed and required.

### JOB STANDARDS:

Education and Experience: Any combination equivalent to the education and experience described below that provides for the knowledge, skills and abilities to perform the essential job functions.

Education: High School diploma or GED.

Experience: Five (5) years experience in the installation, repair, and maintenance of instrumentation, electrical, electronic, mechanical, and generator systems or an acceptable combination of training and experience. Prior training and experience with Data Flow System telemetry installations, and operation.

Licenses & Certifications: Valid Florida Driver's License. Must be insurable by the City's insurance carrier. Must have or obtain an Electrical Journeyman Certificate of Competency as recognized in the State of Florida within 24 months.

**CRITICAL SKILLS, ABILITIES & EXPERTISE:**

Physical Requirements: Sitting, standing, use of fingers, arms, hands and legs, and voice/talking are constant. Good eyesight (correctable), able to distinguish colors and hearing (correctable) are essential. Stretching/reaching, bending at waist, squatting, walking, handling, grasping, driving, lifting, climbing, and/or carrying (up to 50 lbs.) are frequent. Pushing, pulling, kneeling, climbing, balancing, turning, feeling, lifting and/or carrying (up to 50 lbs.) are occasional. This position is subject to a Hepatitis B vaccination due to possible exposure to wastewater.

Equipment: Personal/laptop computer, calculator, telephone, copy machine, facsimile, related office and instructional equipment, and a City truck/van. Electrical and mechanical test instruments, personal computer, hand tools, power tools, pumps and blowers, welding equipment, cranes, small tractors, and electrical generators. Must maintain a personal telephone for emergency contact.

Knowledge, Skills & Abilities: Knowledge of writing composition, grammar, and arithmetic. Knowledge of available community resources. Knowledge of all phases of electrical, electronic, mechanical, and building skills. Knowledge of safe and efficient use of hand and power tools, and proper use of electrical test equipment. Ability to gain knowledge of city, state, OSHA electrical, safety and building codes, and rules and regulations. Ability to quickly assess problems and take immediate corrective action. Ability to analyze and interpret verbal and written instructions, schematics, drawings, and plans. Ability to work outside and alone safely and efficiently. Ability to work after hours if needed and required. Ability to work as a team player, to assist others, and use good judgment and common sense. Skill in the repair of motors and electrical, mechanical, and electronic equipment. Skill in the operation of office and field vehicles and equipment. Must maintain an acceptable driving record and be insurable by the City's insurance carrier

**NON-ESSENTIAL/SECONDARY FUNCTIONS:**

- Performs additional duties as directed by the Utilities Superintendent or City of Brooksville management staff.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

<b>HR INFORMATION</b>	<b>REVISION DATE: February 2016</b>	
<b>FLSA STATUS: Hourly</b>	<b>EEO CATEGORY: 7</b>	<b>W/C CODE: 7520</b>
<b>PAY GRADE: 584</b>	<b>PAY RANGE: \$14.53 hr – \$21.32 hr</b>	

