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| *Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management reserves the right to add, modify, change or rescind the work assignments or to make reasonable accommodations so that qualified employees can perform the essential functions of the job*. |

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| *SUMMARY* |
| Under the supervision of the Park Operations Superintendent, the Master Electrician performs master level electrical maintenance and repairs. The primary responsibilities of this position are in the construction, installation, alteration, maintenance, and repair of electrical, electronic and communications systems, instruments, apparatus and equipment, including high and low voltage. This position also installs, maintains, and tests electrical equipment used in operating and controlling pumps, and facility construction, maintenance, or repair. The Master Electrician is distinguished from lower classifications of electrical technicians by virtue of experience at the master level and demonstrated ability to organize, direct and coordinate the work of others in the performance of maintenance, repair, and inspection of electrical equipment and systems.  |

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| *ESSENTIAL FUNCTIONS* |
| * Installs, maintains, inspects, troubleshoots, and repairs various electrical systems, motors, wiring, power distribution, transformers, circuit breaker systems, electrical panel boards, control boards, electronic circuits, coils, voltage regulators, switches, fuses, generators, ballfield lights, general indoor light fixtures, ballasts, exhaust fans, electrical receptacles, emergency lighting systems, traffic control systems, secondary circuits of 600 volts and under, and related electrical equipment.
* Tests and splices wires and cables; Wires buildings and makes additions, extensions, or alterations to electrical installations for power, light, heat, and appliances in buildings and on grounds; Runs underground cables and strings overhead wires.
* Independently plans, prioritizes, and completes job assignments within established deadlines; Provides assistance to and coordinates work with other tradesmen, contractors, and maintenance crews on special projects; Conducts training on installed equipment.
* Reviews and interprets blueprints/schematics; Researches and prepares specifications for projects, develops materials requisitions, and estimates time and materials necessary to perform electrical-related jobs; Obtains electrical permits for work when required; Coordinates with contractors on projects occurring on City property and other special projects as directed.
* Schedules preventive maintenance of electrical equipment and related systems; Inspects and ensures quality control of new installations, modifications, and maintenance; Assures compliance with building, health, and safety codes applicable to the electrical trade; Maintains appropriate records.
* Communicates with other departments and staff regarding electrical problems, projects, and job requests; Confers with outside agencies concerning certifying of equipment or devices and concerns related to the electric supply; Responds to systems related emergency calls, as necessary.
* Maintains professional development through knowledge of electrical code and equipment changes to apply such learning and to share knowledge with others; Investigates new operational techniques, new materials and equipment to effect improved and more economical performance.
* Demonstrates an ability to adhere to the established safety policies and practices of the industry and the department; Determines appropriate modifications required when obstructions are met while installing electrical systems; Uses a broad range of current job-related tools, equipment, testing devices, and software applications.
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| *MINIMUM QUALIFICATIONS* |
| EDUCATION: |
| A high school diploma or GED is required. Successful completion of studies in electrical shop work in a trade or vocational school degree is preferred. |
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| EXPERIENCE: Four or more years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment. |
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| CERTIFICATIONS/LICENSE: |
| This employee must be a licensed Master Electrician. A valid Kansas Commercial Driver's License (C.D.L.) class B with air brakes is required within 6 months of hire.  |

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| *OTHER CHARACTERISTICS* |
| KNOWLEDGE OF: |
| * City and departmental policies and procedures
* Health and safety standards as well as building codes
* Established electric codes, regulations, methods, and procedures
* Tools, equipment, materials, and practices of the electric trade
* Applicable hazards and safety precautions
* Basic building construction principles
* Basic mathematics
* New installation and repair of electric systems
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| SKILLED IN: |
| * Safe operation of departmental equipment and tools, especially those specific to electric trade
* Oral and written communication
* Installation, maintenance, and repair of electric systems, fixtures, and components
* Mechanical and technical abilities
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| ABILITY TO: |
| * Perform math computations required in the trade.
* Communicate, interact, and maintain effective working relationships with coworkers, supervisors, and the general public
* Read, interpret, and comply with blueprints, diagrams, schematics, manuals, and specifications
* Work under minimal supervision
* Understand and follow verbal and written instructions
* Analyze problems and determine appropriate course of action
* Perform all physical, intellectual, and analytical requirements of the position including decision making
* Effectively instruct and train other employees on electric-related tasks
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| *ENVIRONMENTAL CONDITIONS & PHYSICAL DEMANDS* |
| WORKING CONDITIONS: |
| Working conditions are both indoors and outdoors with occasional exposure to temperature extremes, dust, dirt, excessive noise, or hazardous fumes. Other considerable adverse working conditions include exposure to hazardous high voltage circuits, chemicals, heavy machines, heights, and work in confined spaces. |
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| PHYSICAL REQUIREMENTS: |
| Moderate to heavy physical work. Must be able to lift and carry objects up to 50 pounds. Considerable walking and standing with frequent performance of activities requiring a full range of body movement including bending, stooping, pushing, pulling, and climbing. Hand/ eye and foot/eye coordination for operation of tools, equipment, and vehicles. Vision to read manuals, technical diagrams and observe gauges and instruments. Hearing/listening for operation of electronic equipment and speech communications.Manual labor including lifting and carrying heavy objects, bending, kneeling, climbing, and the ability to operate departmental equipment is required daily in this position. |

**Environmental Conditions & Physical Demands Analysis**

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| In a typical day: | **1-33%** | **34-66%** | **67-100%** |  |
|  | **Occasional Exposure** | **Frequent Exposure** | **Continuous Exposure** | **Additional Notes** |
| Extreme environmental conditions |[ ] [x] [ ]  Works in all weather conditions |
| Excessive noise/vibration |[ ] [x] [ ]  Noisy equipment |
| Fumes/Odors |[ ] [x] [ ]  Working at wastewater treatment plant |
| Dust/Dirt |[ ] [x] [ ]  Works outdoors and in attic spaces |
| Gases |[ ] [x] [ ]  Gasoline or diesel and wastewater gases |
| Chemical agents |[x] [ ] [ ]   |
| Controlled substances |[x] [ ] [ ]   |
| Mechanical and/or electrical hazards |[ ] [ ] [x]  Exposed to electric hazards everyday |
| Sharp tools/instruments |[ ] [ ] [x]  Works with saws, knives, wire cutters |
| Vicious animals |[x] [ ] [ ]   |
| Hot material |[x] [ ] [ ]  Soldering, wires |
| Fire hazards |[ ] [x] [ ]  Electrical fire hazards |
| Cramped quarters |[ ] [x] [ ]  Works in attic spaces and crawl spaces |
| Heights |[ ] [x] [ ]  Works on light posts in bucket truck |
| **Lift/Carry** |  |
| Up to 10 lbs. |[ ] [ ] [x]  Hand tools |
| 10-20 lbs. |[ ] [ ] [x]  Hand tools |
| 21-50 lbs. |[x] [ ] [ ]  Hand tools, electric motors, etc. |
| 51-100 lbs. |[x] [ ] [ ]  Only with assistance |
| Over 100 lbs. (never) | Tandem | Tandem | Tandem |  |
| **Pushing/Pulling** |  |
| Up to 10 lbs. |[ ] [ ] [x]  Wiring in conduit |
| 10-20 lbs. |[ ] [ ] [x]  Wiring in conduit |
| 21-50 lbs. |[ ] [x] [ ]  Electric motors, tools, etc. |
| 51-100 lbs. |[x] [ ] [ ]  Only with assistance |
| Over 100 lbs. (never) | Tandem | Tandem | Tandem |  |
| **Climbing** |  |
| Ladder |[ ] [x] [ ]  Extension and step ladders |
| Steps |[ ] [x] [ ]  In and out of equipment and bucket truck |
| Other |[ ] [ ] [ ]   |
| **Lower Extremities** |  |
| Squatting |[ ] [x] [ ]  Working on ground level receptacles |
| Crawling |[x] [ ] [ ]  Crawl spaces and attics |
| Kneeling |[ ] [x] [ ]  Working on ground level receptacles |
| Balancing |[ ] [x] [ ]  Working on ladders |
| Bending at waist |[ ] [x] [ ]   |
| Twisting |[ ] [x] [ ]   |
| **Foot Movements** |  |
| Right |[ ] [ ] [x]  Walking, driving, etc. |
| Left |[ ] [ ] [x]  Walking, driving, etc. |
| **Reaching** |  |
| At shoulder level |[ ] [x] [ ]  Working in electric panels  |
| Above shoulder level |[ ] [x] [ ]  Replacing lights, etc. |
| Below shoulder level |[ ] [x] [ ]  Ground level receptacles  |
| **Hand/Wrist Motions** |  |
| Grasping |[ ] [x] [ ]  Power tools, tightening bolts, etc. |
| Repetitive |[ ] [x] [ ]  Tools, tightening bolts, etc. |
| Fine manipulating |[ ] [x] [ ]   |
| **Speaking Requirements** |[ ] [ ] [x]  Communicate  |
| **Hearing Requirements** |[ ] [ ] [x]  Listening  |
| **Sight Requirements** |[ ] [ ] [x]   |
| 20 inches or less |[ ] [ ] [x]  Reading, up close work |
| 20 feet or more |[ ] [ ] [x]  Driving, operating equipment |
| Color vision |[ ] [ ] [x]  Color coating wiring |
| **Other** |  |
| Sitting |[ ] [x] [ ]   |
| Standing |[ ] [x] [ ]   |
| Driving |[ ] [x] [ ]   |
| Walking |[ ] [x] [ ]   |
| Uneven terrain |[ ] [x] [ ]  Working in the field |
| Personal Protective Equipment (PPE) |[ ] [ ] [x]  Steel toe boots, safety glasses  |
| Pursue/run |[x] [ ] [ ]   |