

**Mayor and Council
Town of Middletown
19 W. Green Street, Middletown, DE 19709**

Job Title: MAINTENANCE ELECTRICIAN I
Department: Maintenance
Reports To: Maintenance Foreman- Ronnie Reed
FLSA Status: Non-Exempt

Summary:

Maintains and repairs physical structures of buildings by performing the following duties.

Essential Duties and Responsibilities:

1. Receives written work orders or verbal instructions from supervisor.
2. Assists with the maintenance of all Town buildings.
3. Assist with testing and repairs to secondary high voltage building panels and disconnects; installing conduit, conductors, junction boxes, disconnects, receptacles, switches, and light systems; repairs to motors, starters, pumps, and electrical aspects of heating and cooling equipment; exit and emergency lighting; replacing ballasts; installing and repairs coaxial cables for computer systems, data communications devices, and similar electronic systems.
4. Conducts electrical preventative maintenance including inspection, cleaning, and lubricating equipment and systems.
5. Operates pick-up trucks, dump trucks, and hand and power tools necessary to do the job.
6. Maintains and repairs buildings plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses.
7. Assists with snow removal and plowing.
8. Assists other departments as needed.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Safety and Security – Observes safety and security procedures; Uses equipment and materials properly.
- Dependability – Follows instructions, responds to management direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

- High School diploma or general education degree (GED) and one to three years related experience and/or training.
- Basic electrical knowledge.

Language Skills

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

- Ability to understand the nature of the position and the safety requirements that are necessary to the position.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Certificates, Licenses, Registrations

- Valid drivers license.

Other Skills and Abilities

- Basic maintenance skills.
- Ability to read a ruler to 1/16.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- The employee is frequently required to stand, walk and sit.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.
- The employee must frequently lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions.
- The employee is occasionally exposed to risk of electrical shock and vibration.
- The employee is frequently exposed to moving mechanical parts.
- The employee is occasionally exposed to high, precarious places and fumes or airborne particles.
- The noise level in the work environment ranges from moderate to loud.