



VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

MIII – ELECTRICAL MECHANICAL SYSTEMS MAINTENANCE

EFFECTIVE DATE: January 20, 2020

DEPARTMENT: Public Works Water/Sewer Unit	WORK LOCATION: Public Works Center	FLSA STATUS: Non-Exempt	
CLASS CODE: 6625	RANGE: 16PW	PENSION: IMRF	UNION: Teamsters Local 700
REPORTS TO: Water Operations Supervisor	LEVEL OF SUPERVISION RECEIVED: General Direction	LICENSE/CERTIFICATES: Class B CDL required within 6 months of hire. Upgrade to Class A CDL with tanker if determined to be necessary. Class D Water Supply Operator's certificate within one year of employment. Illinois Journeyman Electricians License	

SUMMARY:

Performs a wide variety of highly skilled and semi-skilled duties related to routine and complex preventative maintenance, troubleshooting and repair work on water and sewer facilities' equipment. Assumes lead worker responsibilities and assists other units in activities as assigned.
Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	A lead worker with water/sewer utility control & automation processes such as PLC, HMI, SCADA (RTU), AC & DC Drives, VFD, transducers and etc. for the maintenance of sewage lift stations, wells and potable water pumping and storage facilities. Lead in troubleshooting and correcting problems of process instrumentation & electrical systems of water/sewer facilities. Install, calibrate,	Weekly 50%

	<p>test electrical control systems, Assure/ensure water/sewer system equipment & control is reliable 24/7 and operation is compliant with the Environmental Protection Agency (EPA) rules and regulations through proactive and preventative maintenance on all potable water and sewage system pumps and equipment at all Village sites.</p> <p>Examples of work include but are not limited to; performing diversified maintenance on electrically operated equipment using a variety of common testing devices such as amp meter, voltmeters, gauges of various types, etc., installs relays and timers, assists in the design and installation of minor electrical control circuitry or household AC circuits, repairs and adjusts motor starters, conducts electrical tests to locate operating defects, review and oversee contractor repair work before returning equipment to active use, etc.</p>	
2.	Prepares specifications and requests quotes/proposals for the purchase of parts and components for system maintenance and repairs. Provides input for budget of Capital Improvement Program for water & sewer system.	Weekly 20%
3.	Performs general electrical/maintenance, repairs and installations at all Village facilities such as Police, Fire, and Public Works facilities, in addition to water & sewer sites. Troubleshoot support for HVAC Building Automation System.	Weekly 40%
4.	Performs major and minor motor repair and replacement work; dismantles motor pump assemblies for removal for outside services; changes thrust bearing oil; greases pumps and motors; repacks pumps. Checks inventory of oil, grease, chlorine, parts and supplies and reports the need of such inventory to the supervisor.	Daily 25%
5.	Practices customer service principles and acts as a representative of the Village of Hoffman Estates when interacting with residents, contractors, Village employees, vendors and the general public during the course of repairing or installing pumps and/or equipment.	Daily 10%
6.	Operates large and small trucks for snow plowing and snow removal; ice control; snow fence set up, maintenance and take down; moving and storing salt at dome. Work may be performed outside of normally scheduled work hours.	Daily or as required during snow season 30%
7.	Operates and utilizes a wide variety of tools and equipment.	Daily 90%

JOB NO.	OTHER RELATED DUTIES
1.	Maintains necessary records and completes required reports of activities.
2.	Participates in Call Duty Program rotation schedule as an operator of the water & sewer system through SCADA (iPad) for afterhours, weekends and holidays.

- | | |
|----|--|
| 3. | Serves as a member of various employee committees. |
| 4. | Review of wiring schematics and mechanical panel layouts for proposed water & sewer facilities |
| 5. | Assists in the training of others. |
| 6. | Follows Village-wide and departmental safety rules and practices. |
| 7. | Performs other duties as required or assigned. |

SUPERVISORY RESPONSIBILITIES: (*Select one – required*)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (***List specific responsibilities below***)

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)
- Degree or coursework should be in...

Experience Level (Select one - required)

- No prior experience or training required
 - Six months to one year related experience
 - One to two years related experience
 - Two to four years related experience
 - Four to ten years related experience
- IL Journeymen Electricians License Required

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.

- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.

- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.

- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.

- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus Ability to speak and/or read, write and comprehend.
 - Preferred
 - Required

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Working Knowledge of:

- Electrical/Mechanical systems
- Construction methods and procedures
- Safety precautions to be used in working with high voltage electrical motors and controls

Proficiency in:

- Electrical circuitry, wiring and electrical code (IL Journeyman Electrician's License required)

Ability to:

- Lead and train a work group
- Ability to establish successful working relationships with other employees, supervisors and other departments.
- Operate and properly maintain tools and equipment.
- Learn the Village's geography
- Safely perform confined entry
- Interpret electrical schematics plans and sketches
- Troubleshoot and repair electronic apparatus controls
- Deal effectively with problems which arise during completion of assigned tasks and emergency situations.
- Respond to emergency call-outs on a 24/7 basis, except when on approved leave established on a rotating basis, for work which may occur after normal working hours or on weekends.
- Communicate effectively verbally and in writing
- Follow verbal and written instruction
- Read, write, speech and comprehend the English language.
- Ability to perform physically strenuous assignments ranging from simple to demanding and complex. Move, remove and replace heavy objects, use heavy tools and/or equipment, weighing up to 100 lbs., such as manhole covers, sacks of cement, gravel, etc.

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 with or without reasonable accommodations.

(mark all 17 activities)

<u>Physical Activity</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u> X </u>	_____
Walks	_____	_____	<u> X </u>	_____
Sits	_____	<u> X </u>	_____	_____
Uses fingers in a repetitive motion	_____	_____	_____	<u> X </u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u> X </u>
Reaches with hands and arms above shoulder	_____	_____	<u> X </u>	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	_____	<u> X </u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	_____	<u> X </u>	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	_____	<u> X </u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	<u> X </u>	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u> X </u>
Lifts or move 10 to 20 pounds (light)	_____	_____	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	_____	<u> X </u>	_____
Lifts or move 50 to 100 pounds (heavy)	_____	<u> X </u>	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

Absence of color blindness

Corrected vision of...

Uncorrected vision of...

20/20
<i>Enter specific vision requirement here</i>

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

Environmental Conditions

----- Amount of Time -----

	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

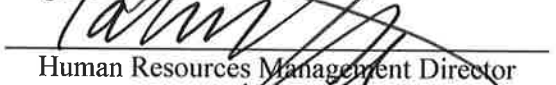
This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



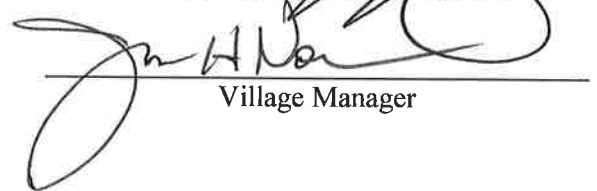
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: 1/26/2020

Revision Date: _____