City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Utility Electrician I &amp; II</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>UEC1, UEC2</td>
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<tr>
<td>Group/Bargaining Unit:</td>
<td>AFSCME</td>
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<tr>
<td>Pay Grade:</td>
<td>AU05, AU06</td>
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<tr>
<td>Date Revised:</td>
<td>8 Nov 2021</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for installing, calibrating, maintaining, revising and repairing plant and distribution electronic and electrical equipment including related SCADA (Supervisory Control and Data Acquisition) computerized process control system.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

**Level I:**

- Installs, troubleshoots, repairs, modifies and performs preventative maintenance on all electrical units, controls, components, and related wiring with adherence to all safety regulations.
- Installs sensors, meters, and other electronic devices.
- Performs work requiring extensive knowledge of electrical schematics, including electronic theory and principles. Creates and updates supporting schematics, procedures and documentation.
- Installs programmable logic controllers, and works with SCADA systems.
- Evaluates, purchases, installs and sets up new equipment. Inspects, cleans and repairs electrical motors, controls, and equipment.
- Operates mobile equipment, including forklift trucks, lifts, and booms to assist with electrical maintenance.
- Complies with the Environmental Health and Safety program in support of an incident and injury free workplace.

**Level II:** All Level I duties plus

- Programs and troubleshoots programmable logic controllers
- Makes electrical and electronic modifications to existing equipment
- Assists in maintaining an inventory of electrical components.
- Oversees others in performing various tasks when necessary.

**Qualifications:**

**Education and/or Experience:**

Associate’s degree or equivalent from two-year college or technical school; or two years related experience and/or training in preparing for electronics technology or electrical wiring, to include Level I, one-year experience in electronic/electrical repair of a industrial type facility—Level II must include 5 years of experience directly related to industrial type facilities.

Ability to read and comprehend blueprints, schematics and drawings, handbooks, specifications, equipment manuals, parts lists and other written materials.
Demonstrated knowledge of Allen Bradley systems, VFD’s, PLCs hardware & software, AC/DC circuits, 4-20ma circuits and 480v MCCs.
Good troubleshooting skills, ability to diagnose and complete repairs in emergencies.
Ability to take direction as well as be self-motivated and work alone under high pressure situations.
Ability to collaborate with different groups and functions to ensure a safe and reliable workplace.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Level I must possess a South Dakota Journeyman’s license. Level II must possess (or obtain within 180 days of hire) a Rapid City Electrical Contractor’s License and a South Dakota Electrical Contractors license.

Working Conditions:

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 regularly exposed to risk of electrical shock. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; risk of radiation and vibration. The noise level in the work environment is usually moderate.

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. The employee is frequently required to stand; reach with hands and arms and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.