



**JOB ANNOUNCEMENT**

**POSITION TITLE AND DEPARTMENT/DIVISION:**

Electrician with Public Works Department – Electric Utility

**POSITION LOCATION:**

St. Paul Island, Alaska. The City may consider a commuter schedule.

**POSITION CLASSIFICATION AND HOURS:**

Regular Appointment, Full-Time; Hours may vary.

**JOB SUMMARY:**

An Electrician performs skilled linework in the operation, maintenance, and repair of underground electrical distribution and transmission systems; operates a variety of specialized tools, equipment and vehicles.

This position works under the direct supervision of the Public Works Director. This position is considered an experienced journey-level position where work is performed according to established procedures with little variance from those procedures required.

The position involves frequent contact with division, department, other City employees, and the general public. Close attention to the safety of the work environment is required.

**ESSENTIAL JOB FUNCTIONS:**

1. Installs, maintains, and removes transformers, including primary and secondary current transformers and self-contained meters; cut-outs, disconnecting switches, circuit breakers.
2. Installs, maintains and repairs underground electrical lines.
3. Uses a variety of underground locating and fault-finding equipment.
4. Installs, maintains and repairs street and area lights, working with primary and secondary voltages.
5. Troubleshoots electrical problems on City and customer equipment.
6. Performs general electrical work, including but not limited to: installing and maintaining heating and cooling systems; junction boxes; meter service entrances connecting; and wiring lighting, equipment and circuits.
7. Assists with special Public Works related projects.
8. Performs electrical work required in the remodel, renovation, repair and construction of City housing, buildings and grounds.
9. Tests continuity of circuits to ensure electrical compatibility and safety of all components using standard instruments such as an amp, ohm, or voltage ohm meter.
10. Provides temporary power connection for contractors.
11. Installs and connects wire, meters and other electrical services on customer premises.
12. Ensures the safety, cleanliness and up keep of assigned work locations.
13. Maintains records of work orders assigned and completed.
14. Assists with ensuring the safety, cleanliness and up-keep of assigned work locations.
15. Assists with performing preventative maintenance on small hand and power tools. Oils, greases and adjusts tools and makes minor repairs.
16. Reports defects and hazards; recommends improvements, alterations and repairs.
17. Performs other activities as required or as directed by the Public Works Director or designee.

**QUALIFICATIONS:**

1. Must be at least eighteen (18) years of age.



2. High school diploma or GED.
3. **Must possess a valid Alaska Driver's License. Must have a clean driving record.**
4. Must be a team player.
5. Must be able to communicate effectively, orally and in writing.
6. Five (5) years of experience in high voltage electrical work.
7. Ability to adapt to varying work sites and tasks.
8. Knowledge of or ability to learn and apply the principles and techniques of electrical distribution systems.
9. Ability to perform simple mathematical calculations.
10. Ability to detect and correct facility problems.
11. Ability to move about field work environments in adverse weather conditions and hazardous conditions.
12. Capable of climbing ladders, on buildings, in tight places, bending, kneeling and twisting, crawling under buildings, in attics, etc.
13. Ability to safely utilize hand and power tools. May occasionally utilize light equipment. Includes ability to tolerate equipment and tool vibrations.
14. Ability to practice safety procedures to protect against exposure to both airborne and skin contact to hazardous materials, electrical currents, high places, machinery with moving parts, noise, severe cold weather conditions and other hazardous situations encountered while performing job responsibilities.
15. Ability to lift and carry an excess of 50 pounds, including lumber, boxes, tools or equipment.
16. Ability to record activities, conditions and comments on logs, work orders, reports and other documentation.
17. Ability to interpret and comprehend manuals, memos, instructions, regulations, safety warnings, logs, charts and other documents in handwritten and typed form. Interpret and comprehend equipment readings.
18. Must abide by the City of Saint Paul's alcohol and drug free work place policies and submit to a pre-employment drug test.
19. Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.

**RELOCATION AND HOUSING:**

A relocation allowance will be provided. Airfare to St. Paul Island will be provided. Housing accommodations will be made available at residential rates.

**WAGE AND BENEFITS:**

The wage for this position ranges from \$22.16 – \$35.65 per hour, depending on education, experience, and skills. Standard City of Saint Paul benefits per City ordinance.

**DEADLINE:**

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, or more information contact Monique Baker, City Clerk at [mbaker@stpaulak.com](mailto:mbaker@stpaulak.com) or at [www.stpaulak.com](http://www.stpaulak.com).

*Posted April 10, 2019.*