

Journeyman Electrician Job Description	
Job Grade: 12	Job Code:
Job Group:	Job Family:
Department Name For This Position: Streets	Position Reports To (Immediate Supervisors Title): Street Department- Master Electrician
Physical Location For This Position:	This Position Is: Non Exempt
This position is safety sensitive: Yes	Security Sensitive: No

General Description

Street Department- Journeyman Electrician Responsible for installation and maintenance of Traffic Signalization equipment and electrical equipment throughout the City of Rogers as directed. Position responds to Traffic Signal related Emergencies 24/7. Also works on street lights and electrical needs throughout the City complexes as needed.

Essential Duties and Responsibilities

1. Repair/ maintain traffic signals Repair/ maintain Street Lights Perform Electrical services for other City Departments

Fiscal Responsibilities

Annual budget total value

Funds, facilities & equipment total value

Supervisory Responsibilities

How many non-supervisory employees are directly supervised by this position?

How many supervisors report to this position?

How many employees, in total, report to the other supervisors?

What departments (if any) are supervised by this position?

none

- Responsibilities For Work Of Others: Supervises a SMALL GROUP (1-3) of employees in the SAME or LOWER CLASSIFICATION. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.
- Responsibility For Funds, Equipment, Property, Etc.: REGULARLY responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in VERY important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

Education And Experience

- Education: Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college.
- Experience General: 4 years related experience and/or training.
- Experience Management: 1 to 6 months related management experience.

Work Skills

- Analytical Ability/ Problem Solving: MODERATELY REPETITIVE. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.
- Planning: CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work; may also OCCASIONALLY assist in the planning of work assignments performed by others within a limited area of operation.
- Decision Making: Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also FREQUENT opportunity for

decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.

- Supervision Received: Under GENERAL SUPERVISION where standard practice enables the employee to PROCEED ALONE on routine work, referring all questionable cases to supervisor.
- Accuracy: Probable errors would NORMALLY NOT BE DETECTED IN SUCCEEDING OPERATIONS and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would OCCUR QUITE FREQUENTLY in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.
- Communication Skills: Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.
- Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.
- Critical Thinking Skills: Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.
- Mental Demand: MODERATE MENTAL DEMAND. Operations requiring ALMOST CONTINUOUS ATTENTION, but work is sufficiently repetitive that a HABIT CYCLE IS FORMED; operations REQUIRING INTERMITTENT DIRECTED THINKING to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

Other Skills

undefined

Accountabilities

- Freedom To Act: DIRECTED. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.
- Annual Monetary Impact: VERY SMALL: Job creates a monetary impact for the organization up to an annual level of \$100,000.
- Impact Of Job On End Results: MODERATE IMPACT. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

Certificates, Licenses, Registrations

Required

Journeyman Electrician License Valid Drivers License

Preferred

Contacts With Public and Employees

- **Contacts With Employees:** Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as it pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.
- **Contacts With Public:** Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

Machines, Equipment & Computers

- **Use Of Machines, Equipment And/Or Computers:** Regular use of highly complex machines and equipment; specialized or advanced software programs.

Software Skills Required

Software Ability

- 10-Key: None
- Accounting: None
- Alphanumeric Data Entry: Basic
- Contact Management: None
- Database: None
- Enterprise Resource Planning: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: None
- Programming Languages: None
- Spreadsheet: None
- Word Processing/Typing: None

Other Software Skills

undefined

Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Occasionally
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Occasionally
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Occasionally
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Occasionally
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Frequently
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Occasionally
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never
- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: Loud (metal can manufacturing department, large equipment, etc.)
- Working Conditions: Outside working environment, wherein there are disagreeable working conditions part of the time.

Physical Demands

Physical Activities

- Stand: Frequently

- Walk: Frequently
- Sit: Occasionally
- Use hands to finger, handle, or feel: Frequently
- Reach with hands and arms: Frequently
- Climb or balance: Occasionally
- Stoop, kneel, crouch, or crawl: Occasionally
- Talk or hear: Frequently
- Taste or smell: Occasionally

Weight Lifted

- Up to 10 pounds: Frequently
- Up to 25 pounds: Frequently
- Up to 50 pounds: Occasionally
- Up to 100 pounds: Occasionally
- More than 100 pounds: Never

Vision requirements

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Color vision (interpreting color software screens or reports; work duties that require the ability to identify and distinguish colors).
- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).
- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).
- Physical Demand: MODERATE DIVERSITY, MODERATELY PHYSICAL: Work activities which allow for a MODERATE AMOUNT OF DIVERSITY in the performance of tasks which requires SOMEWHAT DIVERSIFIED PHYSICAL DEMANDS of the employee.

Additional Information

Core Competencies / Additional Info

n/a

Yet More Additional Info

undefined

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