



City of Booneville

JOB TITLE: Public Property Maintenance/Electrician/Plumber

DEPARTMENT: Public Property

FLSA: Non-Exempt

REPORTS TO: Public Property Supervisor

POSITION SUMMARY

The purpose of this position is to repair electrical systems, and electrical components, plans layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment; Assembles, installs, and repairs pipes, fittings, and fixtures of heating and water systems by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Diagnoses malfunctioning apparatus such as transformers, motors, and lighting fixtures and replaces damaged or broken wires and cables.
- Replaces faulty electrical components of machine such as relays, switches, and motors, and positions sensing devices.
- Replaces electric motor bearings.
- Plans layout of wiring and installs wiring, conduit, and electrical apparatus in municipal buildings.

- Installs and repairs plumbing fixtures such as sinks, commodes, water heaters, and hot water tanks.
- Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains.

MINIMUM EDUCATION AND EXPERIENCE

Minimum Education

Education: One Year Technical Education Electrical Utility

Experience (yrs.): Three (3) years previous experience and/or training that includes electrical and plumbing work, customer relations, and computer operations

Substitutions Allowed for Education:

Twelve (12) months related experience and/or training.

Substitutions Allowed for Experience:

Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Certificates, Licenses and Registrations

Valid Driver's Licenses

KNOWLEDGE, SKILLS, AND ABILITIES

- Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources.
- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

- Observes safety procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Able to deal with frequent change, delays, or unexpected events.
- Is consistently at work and on time.
- Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.

PERFORMANCE APTITUDES

- Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

- Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

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

- Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

- Environmental Factors: 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. The noise level in the work environment is usually moderate.

The above essential duties are representative of major duties of positions in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills, and abilities required for the job. Not all of the duties may be assigned to a position.

The City of Booneville, Mississippi, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.