

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF064 Electrician and HVAC Technician
POSITION #/TITLE: 0855 Electrician and HVAC Technician	Adopted: 10-92 Revised: 10-10

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Facilities Maintenance Services	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 30
Reports To Position #/Job Code #/JC Title: 2447/NB378/Mechanical & Building Repair Supv.	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Physical Qualifications
Personal Protective Equipment: Eye, Foot, Hearing	

General Statement of Duties

Provides technical maintenance services to parking facilities and City-wide facilities by installing, maintaining, and repairing electrical, mechanical, and electronic parking control equipment. Provides maintenance of all system HVAC.

Distinguishing Features of the Class

Works under general supervision or independently and exercise considerable discretion in many instances in work method and schedule, including the ability to lead co-workers in various project assignments, for which the assigned project may be in employee's field of experience.

Examples of Essential Work (Illustrative Only)

Installs, repairs and maintains electrical, mechanical, and electronic parking control equipment;
Installs, repairs and maintains electrical distribution systems, motors and other electrical equipment in the parking system and other City facilities as assigned;
Installs, repairs and maintains HVAC equipment and system for parking facilities and City facilities as assigned;
Repairs and replaces lighting fixtures and bulbs;
Monitors Energy Management Systems for various skywalks and buildings;
Performs minor repairs to City facilities, plumbing and carpentry repairs;
Performs other maintenance functions as assigned;
Maintains records of parking equipment and facility equipment;
Reviews plans for new installation of parking control and facility equipment;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of basic electrical and electronic theory, electrical safety, circuit design, functions of transformers and associated electrical and electronic equipment;
Knowledge of methods and techniques of parking system control and parking control equipment installation and repair;
Knowledge of parking system facility equipment maintenance including HVAC and mechanical;
Skill in reading electrical schematics;
Skill in methods and techniques of electrical system installation, maintenance and repair, particularly as applied to parking equipment and parking programs;
Skill in interpersonal relations as applied to contacts with facility users;
Ability to operate or use the following equipment and tools: hand and power tools; electrical/electronic testing devices; parking facility light equipment; related tools and equipment in the installation and maintenance of municipal parking controls and facilities; standard safety equipment;
Ability to use a personal computer with a variety of Windows based programs;
Ability to work under general supervision and exercise discretion in work methods and schedules;
Ability to react quickly when operating or working around equipment;
Ability to work cooperatively, communicate effectively, and to maintain effective internal and external customer relations to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Requires completion of a four-year electrical apprenticeship program covering construction, control, safety and high voltage components and procedures; a minimum of two years experience as a journeyman maintenance electrician. Documented additional journeyman-level job experience may be substituted for formal apprenticeship program. Requires a minimum of one year experience in electrical, mechanical and electronic parking control equipment and a minimum of one year experience in the maintenance of HVAC equipment and systems; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa driver's license, electrical certification; refrigeration certification, upon appointment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment and tools;
Sufficient personal mobility, which permits the employee to operate machinery.