



Holland Board of Public Works Job Description

Date: 9/24/2009

Revision: 0

Title: Industrial Electrician

Job Summary:

This is a skilled position responsible for maintenance work in the Operations Department that services the Water Treatment Plant and Wastewater Treatment Plant, along with the W/WW collection and distribution systems. Under the direction of the Maintenance Supervisor - WWTP/WTP, work involves the planning, installation, maintenance, and repair of process control and analytical equipment, instrumentation and controls equipment, along with trouble shooting and maintenance of electrical equipment.

Responsibilities:

- Assists in programming and trouble shooting of software and hardware components of programmable logic controllers (PLC's) and SCADA systems.
- Assists in developing specifications for new instrumentation and control systems.
- Performs calibration, testing and installation of instrumentation and control systems.
- Performs electrical and/or other maintenance projects as directed.
- Works independently and at times leads other employees on specific projects.
- Interprets oral and written instructions, service manuals, and related technical data.
- Works at several locations including the Wastewater Treatment Plant, Water Treatment Plant, Lift Stations, and other locations throughout the distribution and collection systems performing general and preventative maintenance functions.
- Performs other duties as assigned.

Qualifications:

- Associate's degree in electronics, or related field highly desirable; or equivalent education and experience including trade school or certificate.
- Minimum two years experience in electrical/electronic maintenance field.
- Minimum two years experience in troubleshooting, calibration and repair of electronic, hydraulic and pneumatic instrumentation equipment.
- Strong working knowledge of electrical systems and concepts - electrical license desired.
- Ability to read, understand and interpret software control logic.
- Ability to read and understand schematics, blueprints and technical manuals.
- Working knowledge and experience in a water/wastewater facility highly desirable.
- Ability to clearly communicate technical information in an oral and written format.

- Ability to work independently as well as coordinate and oversee the work of others.
- WorkKeys NCRC, Gold Level preferred (Reading – 5; Math – 5; Locating – 5).
- Valid Michigan Drivers License.

Working Conditions:

- Work includes occasional exposure to fumes, odors, dust, dirt and/or contact with chemicals and electrical circuits.
- Work includes proximity to environmental hazards associated with electrical, mechanical and/or power equipment.
- Work includes outside working conditions with occasional exposure to extreme hot or cold weather conditions.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties the assigned to or required of this position.