



## THE CITY OF SANTA FE

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### Journeyman Electrician

**FLSA Status:** *Non Exempt*

**Union Status:** *AFSCME*

**Salary Range:** 12 (\$21,544-\$32,316)

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#### General Definition of Work

The Journeyman Electrician is responsible for performing skilled, journeyman level work on City facilities and related work as apparent or assigned. Work is performed under the limited supervision of the assigned supervisor. Continuous supervision is exercised over unlicensed specialists.

#### Supervision Received

Works under the general guidance and direction of Facilities Division Director, the Maintenance Manager, and the Electrical Supervisor.

#### Supervision Exercised

Provides close to general supervision to Licensed Journeymen, Maintenance Seniors, and Maintenance Specialists.

#### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.*

#### Essential Functions

- Performs a variety of skilled and semiskilled tasks in areas of specialization including, repairing, troubleshooting, servicing, installing, or replacing equipment: Schedules and performs routine maintenance, testing and documentation of electrical and electromechanical facility equipment.
- Provides training, direction and oversight to apprentices and other maintenance staff including documentation of apprentice work needed to achieve licensure;
- Coordinates procurement of services and materials with vendors in accordance with State and City procurement rules and regulations;
- Reads work orders, prepares for potential work required, communicates with the customer, assesses the situations, plans repair or replacement work as required, communicates status with the customer, documents work performed in the work order system and other actions as required to fulfill work requests by customers.
- Reviews each work order to ensure work is authorized under the City's Annual Permit and that staff assignments comply with licensing regulations and policies.
- Ensures adherence to safe work practices and procedures by adhering to all lock-out tag-out procedures, drawings, job safety procedures, confined space procedures, Material Safety Data Sheets, wearing appropriate PPE for the job and following work instructions.
- Assists team members in performing a variety of routine building maintenance duties including HVAC, plumbing, carpentry and painting duties,
- Directs and performs annual, quarterly, monthly and daily inspections of buildings and systems to determine need for electrical repairs.
- Provides or assists in providing on-the-job training for maintenance staff as needed.
- Evaluates need for additional equipment and personnel. Recommends purchase of products and supplies utilized for maintenance and repair of furniture, fixtures, equipment and facilities.

- Works closely with the Safety Office to develop and manage hazardous materials safety and communication program for all activities related to maintenance work including staff training, documentation and reports, proper procedures and required signage.
- Maintains professional certifications and credentials as required; attends professional conferences, seminars, workshops and/or classes to remain current with required certifications, industry trends and innovations in facility maintenance.
- Reads, interprets and works from sketches, diagrams and blueprints.
- Performs cleaning, trash removal, snow removal, as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of electrical systems regulations governing workplace safety; safety hazards and safe work practices; and, the materials, equipment, tools, and methods used in electrical and electromechanical maintenance and repair.
- Knowledge of English grammar, spelling and punctuation and computer software.
- Skill in customer service and collaborating with customers on problems and solutions, managing contracts and contractors, mentoring apprentices, work order management and documentation, organizing and handling several projects at a time.
- Application of supervisory principles and practices.
- Effective oral and written communication.
- Performing electrical system component installation.
- Troubleshooting and repair and developing and presenting technical training.
- Ability to work in fast paced environment.
- Ability to read and interpret documents such as as-built blueprints, safety rules, operating and maintenance instructions, and procedure manuals; administer scheduling for maintenance, perform routine and complex building maintenance.
- Operate computer applications such as Windows, Microsoft Word, Excel, and specific integrated facilities management software.

### **Education Requirement**

High School Diploma or GED.

### **Experience Requirement**

Two (2) years of electrical journeyman experience in the maintenance and/or construction industry.

### **Education and Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure and Certifications**

- Must possess a valid driver's license within thirty (30) days of assuming the position.
- Must possess a Journeyman's EE98J Electrical license.

### **Special Requirements**

- Must obtain and maintain a City of Santa Fe driving permit within three (3) months of hire.
- Must be available and able to perform 24-hour emergency stand-by duties on a rotating basis.
- Must live within 30 statute miles of the employee's workplace and have a telephone in the employee's residence or be available by an equally effective means.
- When contacted, the employee is expected to report to work within one hour unless there are special non-recurring

- circumstances, regardless of the location of the employee's residence.
- Must pass required background check and fingerprinting.

### **Physical Requirements**

- Work is strenuous and may require extended periods of walking, standing, lifting up to 50 pounds, carrying, bending, stooping, kneeling, crouching, reaching above the head and shoulders.
- Speaking, hearing and good visual acuity.
- Will be required to climb ladders.

### **Working Environment**

- Work is performed inside and outside, sometimes in inclement weather.
- May be exposed to solvents, degreasers, gases, fumes, sprays and oils.
- May be subject to cuts, bruises, punctures, burns, broken bones, insect and/or snake bites.
- Work may require irregular work hours, travel.
- May be called out to address emergency situations.
- May be exposed to blood borne pathogens.

### **EEO/ADA Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

### **Veterans' Hiring Initiative**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

**Applications must be submitted online at:** <https://santafenm.munisselfservice.com/employmentopportunities/>

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.