

Town of Secaucus

Job Description

JOB TITLE: ELECTRICIAN (INTERLOCAL)

EXEMPT (Y/N): No

SHIFT: [Flex schedule may include weekends]

LOCATION: 370 Secaucus Road

UNION AFFIL: Local #11 IBT

SALARY: \$70,000-\$85,000

DIVISION: Public Works

DEPARTMENT: Buildings & Grounds

SUPERVISOR: Superintendent

SUMMARY: The purpose of this position is to provide electrical service, by performing routine and specialized electrical work regarding construction, repair and preventive maintenance on all public facilities for the properties of the municipality. Required to prepare and clean area being worked on after completion. Works under general supervision, receiving specific instructions on unusual needs or jobs. Routine assignments are checked by spot inspections or as a result of complaints.

ESSENTIAL JOB FUNCTIONS: include but not limited to the following.

- Responsible for electrical needs of all Town facilities including Library property, SMUA property, Housing Authority property, Board of Education property and Municipal owned properties such as buildings, pools, parks, playgrounds, etc.
- Handle all types of electrical work including electrical installation, repair, and maintenance.
- Handle electrical jobs both indoor and outdoor using various electrical tools.
- Ensure safety regulations involving equipment and work practices to minimize risk of injury to workers and the general public re being enforced.
- Ability to understand, remember and carry out oral and written directions; to take needed safety precautions in performing the work; to obtain, store, safeguard, distribute, and properly use equipment, materials and supplies and to maintain simple records as may be required.
- Conformance to electrical laws and codes and approved plans and specifications.
- Must be able to install any new service equipment when needed.
- Repair and replace any lighting when needed.
- Inspect and repair emergency lighting in all buildings.
- Be available on 24 hour standby for emergency service.
- Repair and inspect all nighttime outdoor lighting on a weekly basis.
- Establish and maintain energy conservation in all town buildings.
- Able to react to change productively and handle other essential tasks as assigned.
- Must have the ability of troubleshoot issues and assist in developing solutions.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School diploma required or its equivalent.
- New Jersey electrician's license suitable for commercial installations required.
- Minimum five (5) years' electrician experience.

- May be required and must maintain additional certifications as the Board may find acceptable and appropriate.
- Possess strong organizational skills for assigned work and develop effective work methods; take needed safety precautions in performing the work.
- Familiar with a variety of the field concepts, practices and procedures.
- Demonstrate a wide degree of creativity and latitude.
- Posses excellent interpersonal and communication skills to foster positive relationships with team members, third party vendors and senior leadership
- Demonstrated ability to give assignments and direction to staff.
- Must have customer service focus with strong interpersonal skills in dealing courteously and tactfully with the general public and staff.
- Knowledge in Microsoft applications including Word, Excel and other type databases (to establish and track work orders)
- A valid New Jersey driver's license is required, free from motor vehicle convictions for the last three (3) years, CDL is a plus
- Must be available to work a shift schedule as may be assigned by the Superintendent which may include varied day or evenings shifts and/or work with time off during other days.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; use hand to finger, handle, or feel objects, tool, or controls; reach with hands and arms; and talk or hear. Must have ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects. Must have the ability to exert maximum muscle force to lift, push, pull, or carry objects. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Must have ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials. The employee must frequently lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: 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. While performing the duties of this job, the employee frequently works in outside weather conditions. The noise level in the work environment is usually moderate.

NOTICE REQUIREMENTS: In accordance with certain agreements between the Town of Secaucus and various employee bargaining units, the above job notification is hereby posted for a period of not less than five (5) days prior to action by the Town of Secaucus to fill the vacancy. Applications and/or resumes should be filed with Sandra Lopez Director Human Resources via email at slopez@secaucus.net. EOE/M/F/D/V