

ELECTRICAL AND HVAC LEAD WORKER

Definition:

Under general supervision, performs a variety of both skilled and general duties involved in the testing and repair of electrical, air conditioning, heating, ventilation and telemetering equipment; leads and assists in the supervision of a small or medium size crew performing electrical, air conditioning, heating and related work; and performs related work as required.

Essential Duties and Responsibilities:

The essential duties and responsibilities of the class include the following:

Assigns, coordinates, checks and participates in the construction, maintenance, remodeling and repair of electrical and air conditioning equipment for City buildings/facilities to include pumping stations, telemetering stations, control stations and irrigation equipment.

Assigns, coordinates, checks and participates in the construction, maintenance and repair of lighting for City streets, parks, airport buildings and facilities.

Leads members of a small to medium size crew involved in the construction, maintenance and repair of electrical and air conditioning equipment.

Directs, trains and schedules assigned employees and reviews time cards.

Determines service priorities, assigns work orders, maintains records, drawings and work requests.

Demonstrates safe work procedures and equipment operation.

Inspects work in progress and upon completion for conformity with quality, safety, efficiency and cost standards.

Checks and approves electrical and HVAC blueprints, schematics and working drawings.

Establishes and evaluates preventative maintenance schedules for electrical, HVAC and related equipment.

Reviews and approves orders for materials, monitors expenditures and may make budget recommendations.

Prepares activity, safety and inspection reports and inspects attendance, inventory and material usage records.

Reviews and recommends equipment for energy conservation.

Operates a personal computer to input data, prepare reports and operate the energy management system of selected City buildings.

Performs lower level duties in the absence of or unavailability of electrical/conditioning/HVAC staff, including the installation of new equipment and preventative maintenance.

Cleans and maintains tools and equipment.

Lifts and/or moves heavy objects.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

The Electrical and HVAC Lead Worker is a single incumbent class within the Maintenance Services Department with duties related to electrical and HVAC construction, maintenance and repair. The incumbent is responsible for the coordination of a work crew and implementing safety, quality and production standards. The incumbent exercises a substantial degree of responsibility and independent judgment, performs assigned duties with a minimum of direction/supervision and is expected to solve work related problems independently.

Contacts and Relationships:

The Electrical and HVAC Lead Worker has contact with the public and public representatives during the course of certain work assignments and establishes and maintains contact with other Maintenance Services Department staff and staff in other City Departments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles, methods, practices, procedures, materials, equipment and techniques associated with electrical and electro-mechanical equipment, and the digital circuitry and computer logic of heating ventilation and air conditioning systems.

State and local electrical, building and mechanical codes.

Computer applications as they relate to area assigned.

Basic crew leadership/directional techniques.

Safety precautions and practices necessary when working with hand and power equipment applicable to the area assigned.

Ability to:

Train and direct a crew performing electrical/HVAC work.

Communicate effectively orally and in writing.

Demonstrate safe work procedures and equipment operation.

Understand and carry out oral and written directions.

Read and write at the level required for successful job performance.

Establish and maintain effective relationships with those contacted in the course of work.

Exercise independent judgment.

Read and interpret blueprints, diagrams and work specifications.

Prepare maintenance schedules and reports.

Physically inspect work areas in progress and upon completion.

Use a computer and applicable software.

Write basic reports, record data and transfer data from one form to another.

A typical way to obtain the knowledge and abilities is as follows:

Education: Graduation from high school. Journey-level training, certification or course work in electro-mechanical, electronic, heating, ventilation and air conditioning practices and operations is desirable.

AND

Experience: Four years of journey-level experience in the maintenance and/or repair of varied types of electrical and/or HVAC equipment.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in an office, indoors on site and outdoors as needed. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer and screen.

When work is performed outdoors, there is full exposure to the elements. The incumbent uses variety of hand and power tools, stands and walks on level and uneven/slippery surfaces, sits,

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kneels and

crouches, twists, climbs ladders and inclines, reaches, bends, crawls, pushes, pulls, grasps, lifts and carries items weighing 75 pounds or less. The incumbent drives a vehicle on City business, works in confined spaces and may be exposed to grease, oil, fumes, various refrigerants, dust, electrical hazards and vehicle traffic. The Electrical and HVAC Lead Worker must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Special Requirements:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position.

Appropriate equipment certification as required by applicable laws.

Must be able to work a flexible schedule to accommodate City needs and must be available for callbacks.

Fair Labor Standards Act Designation: Non-exempt.

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