

**HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS
JOB DESCRIPTION**

Job Title	Electrical / Mechanical Specialist I	Pay Grade	214	Class Code	S708
Department	Utilities – Water and Wastewater Operations	Salary Range	\$17.61 - \$28.52		Hourly
Division	Hernando County Utilities Department	FLSA	Non-Exempt		
Reports to	Electrical / Mechanical Supervisor	Revision	September 2018		
Bargaining Unit	Teamsters Local 79				

GENERAL DESCRIPTION:

The Electrical / Mechanical Specialist I performs technical work in the repairs, building, operations, maintenance of county-owned water plants, wells, wastewater plants, collections system and associated buildings and equipment.

ESSENTIAL JOB FUNCTIONS:

- Installs, modifies, maintains, and repairs water distribution systems, wastewater collection systems and wastewater treatment plant systems (electric valves, check valves, altitude valves, submersible pumps, vertical turbine, centrifugal pumps, high service hydro-constant pumps, aeration equipment, mixers, mechanical bar screens, etc.)
- Operates heavy equipment, fork lifts and boom truck to pull pumps and motors for repair and/or replacement.
- Engineers, designs and draws electrical and mechanical schematics for water, wastewater and collection systems.
- Fabricates control panels, motor-control centers, and electrical distribution systems.
- Installs, modifies, maintains, repairs, and calibrates flow meters, transmitters, telemetry, chlorination controllers, level meters, D.O. meters, chart recorders, etc.
- Upgrades, rebuilds and rehabilitates pump stations, treatment plants, and equipment that has become obsolete or inefficient.
- Troubleshoots electrical, electronic, mechanical, and hydraulic systems.
- Troubleshoots and repairs Air Conditioning Systems.
- Performs emergency repair on water and wastewater systems equipment and facilities as necessary.
- Maintains records on plant equipment, pump stations and wells for repair and maintenance purposes.
- Troubleshoots, repairs, or replaces Variable speed drives (VFD'S).
- Programs Programmable logic controllers (PLC), Flow Meters, Variable speed drives, Chart Recorders, Automatic valves, Data Flow System, ETC.

- Installs, modifies, troubleshoots and repairs County owned standby Generators, including engine repair.
- Performs antenna installation, repair, and testing for Data Flow Telemetry System.
- Performs on-call duty on a rotating basis.
- Assists with boot inspection and performance tests on new and modified computer systems.
- Assists management in reviewing plans, specifications, drawings of new construction, and rehabilitation projects.
- Assists plant Operators with routine maintenance as needed.
- Operates heavy equipment.
- Regular Attendance is required for this position.

JOB STANDARDS:

Education	Graduation from an accredited high school or possession of an acceptable equivalency diploma (GED).
Experience	Two (2) years of electrical experience in the installation, repair and maintenance of water and wastewater utility systems.
Skills	Knowledge of all phases of Electrical, Mechanical, Plumbing, and building skills.
Licenses, Certifications or Registrations	<p>Must possess and maintain a valid Florida Driver's E License with a good driving record as defined by current insurance carrier.</p> <p>Must possess or be capable of obtaining FEMA ICS 100, ICS 200 within 30 days of employment or promotion date.</p> <p>Will be required to obtain an EPA Approved Refrigerant Transition and Recovery certification within 18 months.</p> <p>This position is subject to the Hepatitis B Vaccine and other vaccines when required.</p> <p>This position may be subject to alcohol and/or drug testing when necessary.</p>

EQUIPMENT USED

Electrical and mechanical test instruments, hand tools, power tools, portable pumps and blowers, welding equipment, heavy equipment, county truck/van, and personal / laptop computer.

CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS

- Ability to gain knowledge of County, State, OSHA electrical, safety and building codes, rules and regulations.
- Knowledge of safe and efficient use of hand and power tools.
- Knowledge of the proper use of electrical test equipment.
- Ability to supervise employees using or repairing heavy or complex machinery.
- Ability to design, draw and interpret electrical and mechanical schematics and prints.
- Ability to repair, maintain and service electrical equipment.
- Ability to use, repair, or install heavy or complex machinery such as HVAC systems, telecommunications systems, construction equipment, or water plants.
- Ability to install electrical, electronic and mechanical equipment for water and wastewater facilities.
- Ability to construct, fabricates, and modifies structures, buildings, and facilities.
- Ability to modify and repair electrical systems.
- Ability to determine construction requirements and materials.
- Ability to work weekends, holidays, and after normal work hours in case of emergencies or call-out.
- Ability to prioritize work assignments and repair requests to maintain system reliability.
- Ability to identify and correct safety deficiencies and problems.
- Ability to do plumbing repairs and modifications.
- Ability to work independently and to make sound judgmental decision.
- Ability to maintain maintenance and performance records.
- Ability to prioritize problems and tasks and correct accordingly.
- Skilled in the use and understanding of test equipment (i.e., VOM meters, meggers, ground resistance meters, capacitance meters, milliamp generators, amp probes, phase rotation meters). Radio Antenna Meter.
- Knowledge of personal and laptop computers.
- Financial Responsibilities: Make recommendations that impact the budget.
- Ability to learn and work efficiently with our Radio telemetry System (Dataflow).

ESSENTIAL PHYSICAL SKILLS

Skills: balancing, climbing, crawling, crouching, use of hands, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, speaking, standing, stooping, and visual acuity.

The work is very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Works inside and outside under hazardous conditions, dust, fumes, and heat. Works with high and low voltage electricity. Noise of operating machinery. **Very Frequent**: Exposure to odors, gases, blood and water borne pathogens.

Works in an environment with heavy equipment and machinery.

MARGINAL / SECONDARY JOB FUNCTIONS

- Performs other reasonably related duties as assigned by immediate supervisor or other management personnel.
- In case of emergency or crisis situation (hurricane, flood, etc.), position is required to respond/perform recovery duties as assigned by immediate supervisor.
- Must maintain a telephone for emergency contact.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

EMPLOYEE SIGNATURE	DATE