



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 060-19

OPENING DATE: 03/14/2019

CLOSING DATE: OPEN UNTIL FILLED

POSTED: IN & OUT

POSITION: Commercial Electrician
PAY GRADE: NE11 (\$20.45/ph to \$24.03/ph)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI
DEPARTMENT: Public Service Utilities Division
REPORTS TO: Water/Wastewater Supervisor
BACKGROUND LEVEL: Public Trust

JOB PURPOSE:

Installs, maintains, and/or repairs electrical systems and related equipment. Troubleshoots and repairs electrical controls for Water/Waste Water Plant and other Pueblo of Isleta facilities as needed. Lays out and install new electrical service including panels, breakers, disconnect and switches.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Repairs, maintains, and installs electrical systems and equipment, such as motors, transformers, wiring, switches, and alarm systems.
- Locates and determines electrical malfunctions, using test instruments such as amp meter, oscilloscope, and test lamp.
- Repairs malfunction by replacing defective wiring, filing switch contact points, and cleaning or re-wiring motors.
- Tests electrical equipment, such as generators and heaters for safety and efficiency using standard test equipment, and by observing functioning.
- Installs fixtures, motors, and other electrical equipment.
- Interprets blueprints; works from sketches or verbal instructions.
- Lays out, assembles, installs, tests, repairs, and adjusts electrical fixtures, apparatus, equipment, wiring and new services to include panels, breakers, and conduit.
- Monitors motors transformers and places lighting fixtures into position; completes circuits according to diagram specifications.

- Troubleshoots and repairs electric controls, motor control centers, programmable logic controls and SCADA controls and equipment.
- Orders electrical supplies, maintains adequate stock to repair electrical problems.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Inspect circuits and wiring for specified shielding and grounding and repairs or re-wires system according to code and safety regulations as needed; performs quality control and inspection duties when asked.
- Prepares estimates of material, time and labor, and orders supplies as requested.
- Instructs, leads, and supervises lesser skilled tradespersons when needed.
- Responsible for the maintenance and repair of up to 12470 volt, 4160 volt and 480 volt distribution systems, complex or high voltage electrical equipment, systems and components to include; transformers, starters, contractors, fuses and motors, valves, climate control equipment and related systems.
- Maintain all electrical control panels including lighting, distribution, surge and HVAC. Maintain all electrical high and low voltage transformers. Perform preventive maintenance on all motors, starters, transformers, valves, compressors and related electrical equipment.
- Troubleshoot, maintain and program variable frequency drive (VFD) components and logic including starters.
- Locate and mark underground electrical conduit and cable, trench or dig for underground conduit, pull wire for power and control applications.
- Coordinate power shutoffs with PNM and other electrical contractors to ensure no loss of power to public.
- Performs other duties as assigned

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- High School Diploma or GED.
- Two years electrician experience.
- EE-98 Journeyman Electrical License.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of the methods and practices used in electrical work.
- Knowledge of electrical systems including planning additions or modification on secondary circuits.
- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of the make-up, operation and installation of a variety of electrical systems, circuits, equipment, and controls.
- Knowledge of the national and state electric codes.

- Knowledge of various gauge, sizes, and types of wire, conduit, couplings, fittings, relays boxes, circuit breakers and other electrical devices.
- Knowledge of the use of a wide variety of test equipment and hand tools such as wire-cutters, strippers, drills, soldering irons, test meters, test lamps, voltmeters, ammeters, watt meters and ohmmeters.
- Skill in the safe operation of power tools and shop equipment.
- Ability to arrange, install and ensure safe operation of systems, circuits or equipment.
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PHYSICAL DEMANDS:

- Work involves a significant amount of standing, walking, bending, kneeling and or crouching; using hands to handle objects, equipment, controls and reach with arms and hands; climbing and balancing and working on ladders.
- Position requires frequent lifting and carrying items up to 50 lbs.

WORK ENVIRONMENT

- Work is performed indoors and outdoors.
- Noise level is usually minimal indoors and loud in construction sites.
- Exposure to environmental conditions such as weather conditions, dust, mists, insects, fumes, etc. may occur.
- Exposure to chemicals may occur.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Evening, weekend, and emergency work may be required.
- Travel may be required.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.