

WEBB COUNTY
JOB DESCRIPTION

OCT 06 2011

By Webb County
Civil Service Commis

TITLE: Master Electrician
DEPARTMENT: Building Maintenance
SLOT NUMBER: 2672
REVISION DATE: October 6, 2011

JOB SUMMARY:

Performs installation, operation, and maintenance of all electrical equipment and systems within Webb County.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Observes and ensures all safety procedures and rules within his area of responsibility are in compliance with governing authorities.
- Orders parts and materials needed for all areas of responsibilities and ensures compatibility.
- Ability to bent and install electrical conduit.
- Performs preventive maintenance inspection of equipment and determines general scope of repairs needed and performs the repair.
- Performs the installation, repair and maintenance of electrical equipment and systems such as electric motors, fuse boxes, breaker panels, fire alarm systems, security alarm systems, lighting fixtures, transformers, relays, timers, etc.
- Ability to trouble shoot, identify and repair electrical circuits and equipment.
- Interprets instructions, blue prints and specifications for installation and repair of electrical circuits and equipment.
- Ability to properly use measuring equipment such as voltmeter, ampere meter, OHMS meter, etc.
- Knowledge of national and local electric codes.
- Attends department meetings and other required meetings.
- Adheres to all policies and procedures as prescribe by Webb County.
- Insure that chemicals within his area of responsibility are appropriately labeled, stored securely, and properly disposed of.
- Must insure that all Journeyman Electrician helpers follow state, city, and county requirements and standards.
- Perform additional duties as assigned.

QUALIFICATIONS STANDARDS:

- High School Diploma or equivalent (GED) with a current Master Electrician License.
- Two years experience as a Master Electrician preferred.
- Ability to communicate in English and Spanish.

PHYSICAL REQUIREMENTS:

- Must be able to do considerable walking, standing, stooping , frequent climbing.
- Must be able to handle tools and equipment weighing up to 50 lbs.
- Must have good vision in both eyes with corrective lenses if needed.
- Must have full use of both arms, hands and legs.
- Must have good hearing in both ears with a hearing aid if needed.
- Must be able to work beyond a normal workday and at varied work locations, indoors and outdoors with exposure to all types of weather conditions, noise and vibration from operating machinery.

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Webb County Drug and Alcohol Policy applies to this job. Pre-employment Drug/alcohol testing and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY: Directly supervised by Building Maintenance Supervisor.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE