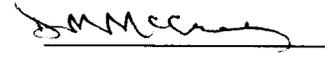


City of Fernandina Beach
Job Description



City Manager's Signature

10/8/2015
Date

Title: Sr. Electrician/HVAC Technician
Department: Maintenance
FLSA Status: Non-Exempt
Reports to: Maintenance Director
Pay Grade: 133

Minimum Qualifications:

- A. Education and Experience:
Must be a high school graduate or possess a GED. Five (5) years electrical experience on a journeyman level and five (5) years HVAC experience on a journeyman level required. Training or experience in traffic signal maintenance and repair and security access systems preferred. A comparable amount of training, education or experience may be considered by the City as a substitute for the minimum qualifications.
- B. Certifications:
Must possess a valid driver's license; Class B CDL driver's license preferred. Must possess certifications as a Journeyman Electrician and HVAC technician at the County level; State of Florida electrical license preferred.
- C. Knowledge, Abilities, and Skills:
Thorough knowledge of principles, practices, methods, and materials and theories used in the electrical/HVAC trade. Knowledge of the use of various electrical testing devices. Knowledge of occupational hazards of the electrical/HVAC trade and of necessary safety precautions. Ability to operate work-related equipment. Ability to locate and adjust defects in electrical systems and equipment. Ability to read and interpret sketches, diagrams, and blueprints. Ability to work effectively with coworkers and the general public. Ability to communicate effectively, both orally and in writing. Ability to lead and carry out assignments with little or no direct supervision. Work requires physical strength and agility. Knowledge of Microsoft Office Suite preferred.

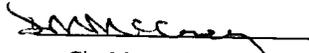
General Description

Performs electrical and HVAC repairs and maintenance on City buildings and structures. Work is performed under the general supervision of the Maintenance Director.

Essential Functions

1. Installs, maintains, and repairs various electrical fixtures and equipment, including outlets, switches, lights, motor starters, motors and electrical panels. Wires buildings and makes additions to existing wiring.
2. Designs, installs, and maintains camera security systems.

City of Fernandina Beach
Job Description


City Manager's Signature

01/21/2015
Date

3. Repairs & maintains security gate access controls.
4. Maintains and repairs traffic controls and signals.
5. Maintains and repairs airport runway lighting.
6. Reads, interprets, and works from sketches, diagrams, and blueprints.
7. Balances electrical loads.
8. Installs, repairs, and maintains all parts of HVAC systems.
9. Assists in the planned replacement and purchasing of HVAC systems
10. Coordinates temporary electrical & HVAC needs for all special events
11. Assists I.T. department with data network hardware installations
12. Keeps up-to-date with sustainability measures and implements cost saving equipment
13. Assists in other maintenance operations as directed.
14. Coordinates and inspects work of outside contractors.
15. Attends and participates in administrative meetings as required.
16. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
17. Complies with OSHA Safety and Health rules.
18. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with or without correction), lifting and carrying (up to 100 pounds, reaching, pulling, pushing, walking, standing, kneeling, bending, balancing, stooping, climbing, crawling, driving, operating equipment. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside and outside in various weather conditions. Work may require exposure to hazardous conditions and noxious chemicals; work may require performance of tasks in extreme heat and confined areas/elevated levels.

Key Competencies: Professional/Technical Knowledge, Attention to Detail, Safety Awareness, Integrity, Flexibility, Communication (oral and written).