



The City Beautiful

City of Coral Gables Job Description

Job Title: Master Electrician
Department: Public Works
Classification: 3110
Pay grade: 21C
FLSA: Non-Exempt

Prepared Date: 9/06
Approved By:
Approved By:

Summary

Performs highly skilled technical and supervisory work in the installation, maintenance and repair of electrical equipment, wiring and fixtures. Performs all types of electrical work associated with the maintenance, renovation, restoration, and new construction of buildings at the City.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Participates and supervises workers in the installation, maintenance and repair of electrical equipment, fixtures, controls and replacement parts in various City facilities.

Obtains, prioritizes and delegates work orders. Coordinates work with other trades.

Obtains building permits for new construction and installation projects performed by staff..

Be on call 24 hours a day for emergency repairs.

Performs emergency preparation work and responds to storms and disasters.

Estimates preventative maintenance programs.

Prepares and maintains a variety of reports and records for the Division.

Reads and interprets blueprints.

Provides technical advise and mechanical assistance to City departments regarding selection, installation and repair of electrical equipment and operating facilities.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the principles of electricity, tools, methods, materials and procedures related to electrical installation and repair of industrial machinery, tools and facilities is required. Skill in the repair of air

conditioning and refrigeration equipment, knowledge of related control systems of air conditioning and refrigeration. Knowledge of occupational hazards and of standard precautionary procedures. The ability to accurately estimate labor and material costs relative to installation and repair of electrical equipment and building wiring is essential for the position. Skill in the installation, repair, and maintenance of building security and fire alarm systems. Skills in oral and written communication, organizational and delegation are necessary. Ability to interpret blueprints. Ability to supervise the work of others in a manner conducive to full performance and high morale.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent.

Technical training in the principles of basic and advanced electricity.

Considerable responsible experience in the installation, maintenance and repair of electrical equipment, wiring and fixtures including air conditioning and air moving facilities.

A Master Certificate issued in Dade County in the electrical trade, Electrical Contractors License and have a class B or higher CDL. Must be listed with the building department as an “electrical qualifier for the City”.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Driver's License