

**Mayor and Council  
Town Of Middletown  
19 W. Green Street, Middletown, DE 19709  
(302) 378-2711 FAX (302) 378-5672**

**Job Title:** MAINTENANCE ELECTRICIAN III  
**Department:** Maintenance  
**Reports To:** Maintenance Foreman  
**FLSA Status:** Non-Exempt

**Summary:**

To plan, organize and direct maintenance and repair of buildings, grounds, and related facilities and systems by performing the following duties.

**Essential Duties and Responsibilities:**

1. Receives written work orders or verbal instructions from supervisor.
2. Schedules jobs; evaluates contractors work; reviews specifications for bid contracts; selects, orders, and receives supplies and materials; directs special event set-up and maintenance, evaluates equipment and facilities for useful life expectancy and replaces or schedules maintenance.
3. Maintenance operations. Typical responsibilities: reviews areas for damage and schedules work to correct deficiencies with control systems; examines building interior and exterior and determines type and amount of maintenance work needed; may perform maintenance work related to trades areas; uses a variety of tools and equipment associated with building maintenance work; establishes preventative maintenance schedules.
4. Installs, tests, and repairs secondary high voltage building panels and disconnects; installs conduit, conductors, junction boxes, disconnects, receptacles, switches, and light systems; repairs motors, starters, pumps, and electrical aspects of heating and cooling equipment; exit and emergency lighting; replaces ballasts.
5. Conducts electrical preventative maintenance including inspection cleaning, and lubricating equipment and systems.
6. Reads and follows electrical blueprints, circuit diagrams and schematics; uses specialized testing equipment such as multi-meter, amp meter, and Megger; conducts electrical preventative maintenance including inspection, testing, cleaning, and lubricating equipment and systems; completes work orders; estimates time and materials for jobs; assures quality control standards are met for electrical services.
7. Keeps track of maintenance logs.
8. Responds to emergency callbacks.
9. Operates trucks and hand and power tools necessary to do the job.
10. Maintains and repairs buildings plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses.
11. Assists with snow removal and plowing.
12. Assists other trades in the department, as well as, other departments as needed.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Safety and Security – Observes safety and security procedures; Uses equipment and materials properly.
- Dependability – Follows instructions, responds to management direction.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

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

**Education and/or Experience:**

- High School diploma or general education degree (GED) and five years working experience as an electrician.
- Good knowledge of national electrical code; electrical safety practices.
- Experience installing, repairing electrical systems and equipment including conductor size for loads, amps, and voltage; using specialized electrical testing equipment; maintaining hand and power tools normally used in electrical and electronics equipment repair.

**Language Skills**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability**

- Ability to understand the nature of the position and the safety requirements that are necessary to the position.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

**Certificates, Licenses, Registrations**

- Valid drivers license

**Other Skills and Abilities**

- Basic maintenance skills.
- Ability to read a ruler to 1/16.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- The employee is frequently required to stand, walk and sit.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.
- The employee must frequently lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions;
- The employee is occasionally exposed to risk of electrical shock and vibration
- The employee is frequently exposed to moving mechanical parts.
- The employee is occasionally exposed to high, precarious places and fumes or airborne particles.
- The noise level in the work environment ranges from moderate to loud.

*Reviewed 7/04*