

LEAD MAINTENANCE MECHANIC (ELECTRICAL)*

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level employee, the incumbent oversees and performs a variety of adjustments, inspections, installations, and repairs to electrical equipment and systems within a municipality. Work is performed with considerable independence and is initiated by oral instructions or written work orders. The incumbent plans and oversees the work of a general maintenance crew. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees and assigns a work crew to various electrical and maintenance repair tasks (i.e. electric controls for heating systems, installation of light fixtures and outlets.);

Oversees and plans the wiring and installation of equipment and fixtures, such as electric motors, generators, motor controllers, switches, and transformers;

Oversees and assists in the installation and repair of electrical systems for municipal buildings (i.e. communications equipment, fire alarm systems, heating and lighting systems);

Inspects work completed for conformance to local and state electrical codes and given work orders;

Maintains records of work completed;

Prepares written evaluation on subordinates;

Prepares written reports pertaining to work projects;

Assists in preparation of Department's budget;

Requisitions supplies, materials, and equipment needed for repair work;

Responds to municipal emergencies (i.e.: heating problem, etc.);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in the performance of the duties of the position.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques, and terminology in the electrical trades; thorough knowledge of the accident and safety precautions of the trade; ability to perform and interpret work from rough sketches, blueprints or diagrams; ability to oversee and give effective direction to the work of others; ability to follow oral and written instructions; ability to coordinate work with the work of other trades; ability to work independently; initiative in planning and completing repair work; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Master Electrician License issued by the Westchester County Electrical Licensing Board in accordance with Sections 277.702 and 277.707 of Westchester County Law Article XVII.

SPECIAL NOTE: The appointing authority is responsible for ensuring that the above mentioned license is current and maintained throughout the course of employment.

Towns and Villages
Cities of Rye and
Peekskill

J. C.: Non-Competitive
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* Formerly known as "Maintenance Foreman (Electrical)"

Job Class Code: 0478