



CITY OF RANSON WV
Job Description

**Job Title: Journeymen Electrician - Maintenance Crew
III**

Position Summary:

This person works as a member of the maintenance department crew in performance of the daily duties of maintaining and repairing all City of Ranson property and properties, City of Ranson owned facilities, streets and drainage systems, rights-of-way, and traffic control systems.

Minimum Qualifications and Required Knowledge, Skills and Abilities:

Education: High school diploma or GED preferred

Requirements: A valid driver's license and the ability to operate and maintain general maintenance equipment including electrical, gas, diesel, hydraulic and pneumatic equipment. The ability to perform maintenance operations both independently and in team environments.
A valid WV Electrical Journeymen license

Experience: Two to three years of experience performing work related to construction and/or maintenance of facilities, grounds, and/or equipment is preferred.

Reports Directly to: Maintenance Crew Leader upon instruction from Public Works Director
Review Responsibility: Public Works Director with input from Maintenance Crew Leader

Essential Duties and Tasks:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

- Perform the program of maintenance and repair work including street resurfacing; street repairing and patching; street cleaning; sidewalk, curb, and gutter removal and replacement; right-of-way mowing; drainage system maintenance and repair; traffic signs and marking installation, general maintenance and repair; fleet maintenance and repair, and city buildings and facilities maintenance, repairs, and upgrades including basic carpentry, painting, and relocation services.

- Operate a variety of both manual and power equipment used for the performance of assigned tasks and duties.
- Perform snow and ice control and removal on city streets, sidewalks, and facilities, before, during, and after storms.
- Clean & properly store equipment and tools used during the course of the day.
- Perform routine inspection and preventive maintenance on assigned equipment and report defects or necessary repairs to Maintenance Crew Leader.
- Observe and report to the Maintenance Crew Leader any streets, sidewalks, curbs, gutters, medians, drainage channels, and related facilities and equipment in need of maintenance and/or repairs.
- Ensure the adherence to safe work practices by yourself and other maintenance department personnel as outlined in the City of Ranson's approved safety manual.
- Promote an image of professional, courteous service as a representative of the City of Ranson.
- Perform any additional related duties as assigned by the supervisor.

Knowledge, Skills and Abilities:

- General knowledge of street and facilities' systems and typical problems they experience.
- Ability to understand and act on oral and/or written instructions.
- Ability to give and effectively convey instructions as directed by your supervisor both orally and in writing to contractors or alike who are working for the City of Ranson.
- A knowledge of safety-oriented working standards for work with facilities maintenance and like trades.
- Ability to establish successful working relationships and work within a diverse community.
- Possession of a valid State of West Virginia driver's license.

Physical Requirements and Work Environment:

- Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling and performing repetitive motions. Occasional activities require working from elevated workplaces.
- Daily operations require unaided lifting of objects weighing as much as one hundred (100) pounds.
- Knowledge of how to operate a variety of equipment is essential. A wide variety of tools and equipment are used on a daily basis. Some examples of those tools are but not limited to a chain saw, roller, tamper, shovel, pick, rake, broom, weed eater, lawn mower, pickup truck, dump truck, farm tractor, rubber tire front end loader, chipper, compactor, cut off saw, pump, compressor, sander, generator, detection device, and ditch witch.
- Employees are subject to hazards associated with construction and maintenance work including working in both inside and outside environments, in extreme hot and cold weather, in and around traffic, and exposure to various hazards such as loud noises, dust, dirt, water and hazardous spills with fumes, oils, gases, or flammable liquids, and around electrical equipment.
- Occasional hazards encountered include tripping or slipping due to terrain and weather conditions. Other conditions vary with precipitation and seasonal changes.
- Must possess the motor skills and visual acuity to operate a vehicle.
- Work a variety of shifts and hours, including nights, evenings, days, weekends, and holidays.
- Subject to extended hours and callouts when needed.

This job description reflects management's assignment of essential functions; nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.