

Personnel
5-16-16

16-0486

RESOLUTION
FULL-TIME ELECTRICAL INSPECTOR
AND
FULL-TIME ELECTRICIAN

WHEREAS, due to previous years' budget constraints the City's Electrical Inspector and City Electrician both became part-time positions, with one current employee performing the split duties of said positions; and

WHEREAS, the City's Electrical Inspector performs the full spectrum of electrical inspection duties, including inspections of residential construction and enforcement of electrical compliance issues; and

WHEREAS, the City Electrician performs maintenance, inspection, testing and repair of traffic signals, bascule bridge electrical and mechanical systems, and other City electrical systems; and

WHEREAS, in an effort to meet the taxpayer demand for electrical inspections and promote public safety by ensuring electrical work performed in the City is in full compliance with state regulations for electrical inspections, the Director of Public Infrastructure has submitted a request to split the two positions into two separate job descriptions and hire another full-time employee; and

WHEREAS, it is further recommended to place the current employee performing both positions, into the full-time City Electrician position, and hire one full-time employee to perform the Electrical Inspector duties; and

WHEREAS, at a meeting held on May 2nd, 2016, the Personnel Committee approved the request to split the Electrical Inspector and Electrician positions into two separate full-time positions, and to hire another full-time employee, as outlined on the attached newly revised job descriptions; and

WHEREAS, the Common Council has enacted a resolution requiring 2/3 approval of the Common Council prior to filling a vacancy.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Manitowoc that effective July 1, 2016, the Electrical Inspector and the Electrician be split into two separate, full-time positions; that the current employee performing the split duties of both positions be placed into the full-time Electrician position, and to hire another full-time employee to perform the duties of the Electrical Inspector position, both positions at Grade K, all according to the adopted 2016 Mayor's Executive Budget.

Introduced MAY 16 2016 _____

Adopted _____

Approved _____

Justin M. Nickels, Mayor

This Resolution was drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact:	Electrical Inspector: \$25,833.60	Electrician: \$32,792.04
Funding Source:	Inspection Salaries Line-Budgeted	DPI Salaries Line-Budgeted
Finance Director Approval:	/sc	
Approved as to form:	/kmm	

Job Description

Human Resource Use Only
Position Number:
Step/Grade
Effective Date: 10/2013

POSITION IDENTIFICATION

Position Title: Electrical Inspector
Division: Life Safety and Neighborhood Services
Status: Part Time Non Exempt (20 hours/week)
Normal Workweek: Mon-Fri (7:30 a.m.-4:30 p.m.)

SUPERVISORY RELATIONSHIPS

Reports to: Deputy Fire Chief
Directly Supervises: No supervisory responsibilities

POSITION PURPOSE

The Electrical Inspector also performs general inspections, and investigates complaints relative to the City's housing ordinance. The Electrical Inspector must regularly exercise technical judgment and discretion based on familiarity with the various codes and regulations, and must secure compliance for safety purposes. The position requires a measure of independence, the exercise of good judgment, and the ability to adapt to new situations and work procedures.

ESSENTIAL DUTIES

- Reviews electrical plans and specifications to insure compliance with code requirements.
- Issues electrical permits.
- As a certified inspector of the Wisconsin Department of Safety and Professional Services, approves public and commercial electrical plans.
- Inspects buildings and sites in the process of construction or renovation for electrical code compliance.
- Explains and interprets electrical, heating and ventilating regulations and requirements to contractors, property owners and other interested parties.
- Inspects heating, ventilating and air conditioning installations.
- Assists in minor building inspections, as well as housing code complaints to avoid duplication in inspection services.
- Inspects buildings and premises for electrical code violations.
- Notifies owners and contractors of conditions not in compliance with codes.
- Performs administrative tasks relative to inspection work.
- Recommends revisions to applicable codes.
- Keeps records and make reports of all inspections, and maintains a daily log of inspections and activities.
- Inspects antennas and electrical sign installations.
- Receives and accounts for all electrical permits fees, electrical license applications and renewals.
- Prepares and maintains records to be submitted to State and local authorities.
- Issues citations for electrical code violations.

- Testifies in court concerning violations of electrical codes and regulations, and acts as an expert witness.
- Assists arson squad if source of any fire may be electrical in origin.
- Performs inspections of all new or altered electrical services for Manitowoc Public Utilities.

OTHER DUTIES

Perform other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

- Education:** Minimum high school graduate or equivalent.
- Experience:** As a supplement to the education requirement above, advanced electrical training.
- Certifications/Licenses:** State certified and licensed as a Commercial Electrical Inspector or a Certified Master Electrician. A certified inspector of the Wisconsin Department of Safety and Professional Services. Certified by the State in Commercial Electrical Inspection, UDC Construction Inspection, and UDC HVAC Inspections. Any certification not possessed at time of hire must be obtained within one (1) year of the date of employment.
- Other Requirements:** Must possess a valid Wisconsin driver’s license. Work must be accurate and error free. Good knowledge of English, grammar, spelling and punctuation. Must possess ability to type with accuracy. In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position.

KNOWLEDGE, SKILLS, & ABILITIES

This position must have a thorough knowledge of the materials, methods and practices involved in installing, repairing and maintaining a variety of electrical, heating and ventilating installations, equipment, appliances and standard testing devices pertaining thereto; the ability to read plans, specifications rough sketches, and layouts to determine their compliance with established standards and codes; detect and locate non-code compliant work, coupled with the ability to ascertain the stage of construction or installation when deficiencies are most easily found and remedied; and must have a thorough knowledge of the National Electrical Code. This position must possess ability to enforce and interpret regulations firmly and tactfully; ability to establish and maintain effective working relationships with contractors, architects, property owners, employees and the public; ability to prepare accurate records, and present effective oral and written reports; and a good working knowledge of computer operations and procedures is required, including, but not limited to statistical software packages, word processing programs, spreadsheets and databases. This position must have the ability to communicate clearly and concisely, both orally and in writing, and establish and maintain effective working relationships with other departments and entities; the ability to successfully utilize computer operating systems and programs such as Microsoft Office applications, Windows or similar software; is team-oriented, experienced and innovative individual with strong oral and written communication skills; strong in

conceptualizing and detailing development plans for residential, commercial and industrial applications; and an independent self-starter, with strong organizational skills, good judgment, and ability to adapt to new situations. This position must have the ability to meet multiple deadlines and work effectively in a team environment; read and interpret policy manuals, technical manuals and Wisconsin Administrative Codes and City ordinances; ability to read and interpret building and electrical plans and specifications; ability to present facts and recommendations effectively in oral and written form; ability to communicate effectively with fellow staff members, other City personnel and the general public; add, subtract, multiply, divide, calculate percentages, fractions and decimals; apply concepts such as percentages, ratios, area, volume, circumference and proportions; ability to interpret basic descriptive statistical data and reports; ability to interpret graphs and formulas; apply common sense understanding to enforce municipal ordinances and building codes by exercising good judgment, creativity and decisiveness; and deal with problems involving several variables in complex situations when dealing in a sometimes hostile environment.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The physical demands described herein 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.

Manual Dexterity:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; reach with hands and arms; talk and hear. Must operate computer keyboard, telephone and calculator.

Physical Effort:

The employee often may be required to climb or balance, stoop kneel or crouch. The employee regularly is required to climb an extension ladder, stepladder or crawl. The employee is occasionally required to lift and/or move up to 75 pounds. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements.

Working Conditions:

While performing the duties of this job, the employee is regularly exposed to outside weather conditions; regularly walks over uneven terrain; uses ladders to access floor levels in unfinished buildings, as well as accessing roofs in unseasonable weather. The noise level in the work environment is usually moderate; however, occasional exposure to heavy earth moving equipment and factory noise may occur while on inspections.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Description

Human Resource Use Only
Position Number:
Step/Grade
Effective Date: 05/2016

POSITION IDENTIFICATION

Position Title: Electrician
Division: Department of Public Infrastructure – Operations Division
Status: Full time, Non-Exempt
Normal Workweek: Monday – Friday, subject to call-in 24/7

SUPERVISORY RELATIONSHIPS

Reports to: Operations Division Manager
Directly Supervises: No Supervisory Responsibilities

POSITION PURPOSE

The employee in this position performs skilled work of a varied nature concerning the maintenance, inspection, testing, and repair of traffic signals, bascule bridge electrical and mechanical systems, and other City electrical systems (including but not limited to buildings, lift stations, civil defense sirens, and surveillance cameras). This employee will also be responsible for layout and design of such systems when necessary.

ESSENTIAL DUTIES

- Conduct diagnostic tests on traffic signal controllers, load switches, relays and related items. Assist in design, specification formulation, and installation of new traffic signals. Assist with design and layout traffic signal wiring configuration for new replacement signalized intersections. Write accurate and concise specification for new traffic signal controllers for quotation purposes.
- Assist the Operations Division Manager with the preparation of the annual budget related to all of the listed areas.
- Thoroughly understand the operation and control systems of the current 13 wastewater lift stations and the supervisory control and data acquisition system that monitors the overall system controls and alarms problems to the DPI office. Assist with alteration of these systems when required, and be familiar with any problems that can arise from inadvertent alteration to the controls or individual component failures in the system.
- Thoroughly understand ALL operating systems of both computer-operated bridges. Use the programmable computer system to systematically troubleshoot problems relating to the bridge operations, including hardware, software, electrical, hydraulic and mechanical problems. Troubleshoot SY-MAX programmable computers to include input/output boards, analog boards, resolver, servos boards, and all other items located within the computer cabinets. Define and correct failure in the mechanical, hydraulic, and electrical systems.
- Train new bridge tenders in all modes of operations and safety procedures required to conduct a safe lift.
- Troubleshoot, repair different types of parks equipment such as scoreboards, lighting, electronic signage, and security camera systems.

- Maintain, repair, and/or install electrical items in all city owned buildings that fall under the responsibility of DPI.
- Troubleshoot, repair and maintain the Early Warning System (Civil Defense Sirens) owned by the City.
- Troubleshoot, repair and maintain the two computer-operated fuel system sites owned and operated by the City.
- Responsible for inspection and coordination of private and public work performed by work crews.
- Responsible for on-call/after-hours duty, 24/7, for the Department of Public Infrastructure as scheduled/required.
- Be available for after-hours emergency and call in situations.

OTHER DUTIES

- Perform other related duties as required.

MINIMUM POSITION QUALIFICATIONS

- Education:** High school diploma or equivalent. Education may be substituted for an equivalent combination of experience and training which provides the required knowledge, skills and abilities as determined by Management.
- Experience:** Extensive experience as a journeyman electrician, licensed by the State of Wisconsin. Completion of indentured apprenticeship approved by the State of Wisconsin or approved equal training.
- Certifications/Licenses:** Must possess a valid Wisconsin Driver's License Journeyman Electrician licensed by the State of Wisconsin
- Other Requirements:** Employee must supply all basic hand tools.

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess the ability to assess job priorities and carry out the workload in the most cost effective and efficient manner with limited assistance including advising the Operations Division Manager as to what services should be contracted out as opposed to being performed in-house to maximize the effective use of current staff; troubleshooting, repairs, installation and maintenance of traffic signals, bascule bridges, and electrical equipment in City-owned buildings and parks. This position must have a thorough knowledge of electrical systems and equipment, occupational hazards and the necessary safety precautions; basic working knowledge of the hydraulic, electrical and security systems in bascule bridges; the ability to inspect electrical equipment, detect operational flaws, and make the necessary repairs; the ability to read and interpret documents such as electrical schematics, parts manuals, safety rules, and operating and maintenance instructions and the ability to complete routine paperwork; and effectively present information to other employees and supervisors. This position must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, the ability to calculate area, circumference, and volume and the ability to apply concepts of basic algebra and geometry; display dependability; be a self-starter and be able to work with minimal supervision under the general direction of the Director of Public Infrastructure and Operations Division Manager. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The physical demands described herein 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.

Manual Dexterity: While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, bend, carry, twist, crouch or crawl; talk and hear. The employee is occasionally required to sit, climb, balance, taste or smell, and may be required to work in high places and/or confined spaces.

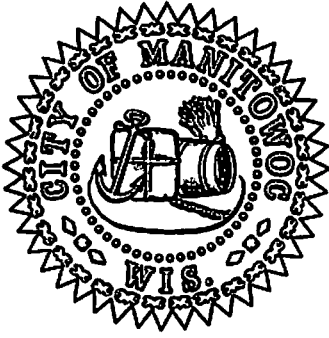
Physical Effort: The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.

Working Conditions: The employee must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations. This position will work out of doors in varying weather conditions. In the performance of this position, the employee will be subject to outside weather conditions, which may include extreme cold, extreme heat, wet, and/or humid conditions and wind. The employee may be required to negotiate semi-rough or rough terrain. The noise level is generally moderate but may be quite loud, depending on equipment used or work being done in the area. The employee is frequently exposed to moving mechanical parts and vibration and may be exposed to fumes, airborne particles, and toxic or caustic chemicals. The employee may be required to use a respirator, either half mask or full mask, or a dust mask. The employee must be able to perform work in confined spaces once properly trained to do so. The employee will also be required to operate a boom truck and be trained in harness and fall protection.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

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16-0384

Standing Committee: Personnel Committee

Document Name: Request to approve job descriptions and hire a City Electrician and City Electrical Inspector.

Consent

Non-Consent

Chairman Recommend

Recommendation: To amend the Inspector job description to require the candidate be certified as a Master Electrician at the time of hire and to obtain the UDC, Plumbing and Construction certifications within one year.

To recommend approval of the job descriptions and hiring of another employee.

Attest:

Chair – Alderperson Eric Sitkiewitz

Date

Vice-Chair – Alderperson Jason Sladky

Alderperson Jim Bey

Alderperson Jill Hennessey

Alderperson Mike Howe

Approved:

Justin M. Nickels
Mayor

Date