



# HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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Vermont Relay: 7-1-1 or 800-253-0191

## ELECTRICIAN II PARKS AND RECREATION

**POSTING DATE:** February 5, 2015

**RATE OF PAY:** \$23.0140/hr

**EXEMPT/NON-EXEMPT:** Non-Exempt

**DEADLINE TO APPLY:** February 26, 2015

**POSITION STATUS:** Limited Service Full Time

**CLASSIFICATION GRADE:** 17

**UNION:** Non-Union

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### APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

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This position is responsible for maintenance of all existing and future electrical systems within the public park system and various facilities owned by the City including infrastructure within Burlington harbor. In addition, this position assists in plan development, coordinating electrical work and executing daily completion of work order requests and/or projects.

#### Essential Job Functions:

- Responsible for obtaining permits, scheduling and completing inspections.
- Responsible for completing, maintaining, tracking, and submitting work orders through Facility Dude/MainTrac, assigning tasks as required.
- Assists the General Foreman and Park Superintendent in prioritizing work requests.
- Is an active representative for the City in working with private companies or contractors on City systems or equipment by coordinating work as necessary.
- Maintains City/Park owned lighting distribution equipment and ensures all lighting is in proper working order, in accordance with The National Electrical Code.
- Inspects, repairs, adjusts, and performs preventative and general maintenance on all City/Park owned facility systems.
- Troubleshoots all electrical systems and equipment as needed.
- Researches, analyzes information, and makes recommendations regarding electrical projects or electrical components contained within projects.
- Identifies capital investment or improvement projects annually in regards to City/Park electrical systems.
- Establishes and solicits price estimates and make recommendations for purchasing.
- Develops specifications on equipment/appliances/etc. on behalf of the Superintendent/General Foreman Facilities.
- Plans and schedules preventative maintenance, stocks and prepares for required materials and time allotments.
- Maintains inventories, work records and filing system(s); Tracks and maintains accurate records for requisition and purchasing.
- Participates in planning stages of new projects concerning electrical systems as required.
- Provides electrical information to City staff and contractors regarding City owned electrical systems as necessary.
- Responsible for keeping adequate inventory of electrical stock and tools ensuring all related supplies and materials are in-stock and available as needed.
- Coordinates with Dig Safe as necessary for necessary projects coordinated by the Parks and Recreation to ensure prevention of interruption of existing underground systems.
- Identifies and repairs worn or damaged wiring and equipment as necessary.
- Performs quality control measures on City projects as necessary.
- Responsible for reading and interpreting blue prints.
- Ability to effectively communicate to all member City staff.
- Ensures that all construction projects follow The National Electrical Code and job specifications.
- Ability to supervise employees as required.

#### Qualifications/Basic Job Requirements:

- High School diploma or equivalent plus 3-5 years as a licensed electrician.
- Must possess and maintain a valid Vermont State Master Electrician's License.
- Must possess and maintain a valid driver's license.
- Must possess or have the ability to obtain a valid Vermont Class B CDL License within 6 months of employment.
- Must possess and maintain Fire Alarm License.
- Working knowledge of LED conversion projects, LED technology, and solar lighting systems preferred.
- Demonstrated experience working within the Vermont Electrical Statute (26 V.S.A Chapter 15) and 2014 Vermont Electrical Safety Rules required.
- Demonstrated experience working with electrical components of commercial or government heating and air conditioning (HVAC) required.
- Demonstrated experience working with Fire Alarm Call Boxes, and Fire Alarm systems required.
- Demonstrated experience with chemical/fire suppression systems, security systems, commercial grade automated door controls, and marina electrical systems/marina specific electrical safety equipment and distribution preferred.
- Experience with energy and cost saving electrical projects and components preferred.
- Ability to be on-call for emergencies and adverse weather conditions required.
- Ability to inspect and evaluate electrical installations for code compliance and electrical safety.
- Ability to operate in a Windows based environment and basic computer knowledge of Microsoft Software.
- Ability to communicate effectively orally and in writing.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to prioritize and multitask required.

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**To Apply: Submit a cover letter, resume and City of Burlington Application to:** Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.