



**OAKCREEK**  
— WISCONSIN —

**Position:** Street Light Maintenance Electrician/Electrical Inspector

**Unit:** Union (LAW)

**Department:** Public Works (Streetlight Maintenance Division)

**FLSA Status:** Non-Exempt

### **Summary Description**

Performs installation of new systems and maintains existing high voltage street light systems under general supervision of the Public Works Director.

### **Supervision/Accountability**

This position is accountable directly to the Public Works Director; no supervisory duties.

### **Major Duties/Essential Functions**

Performs maintenance on all street light systems installed within the City as well as maintain traffic signal systems owned by the City.

Maintains records of street light systems and inventory records. Informs supervisor when ordering of materials is required.

Responsible for maintaining an awareness of all street lighting projects active in the field and for reporting any problems or deficiencies to supervisor.

Performs inspections of new and existing buildings, structures and properties to determine compliance with ordinances and codes. Issues correction notices and citations.

Reviews construction and building permit applications and issues building permits when appropriate.

Establishes and maintains positive working relationship with contractors and We Energies on matters relating to electrical distribution and usage.

Works to achieve department mission statement.

Prepares annually at least one realistic, achievable objective which will improve the operations for the department.

Attends preconstruction meetings in order to explain construction standards and procedures to architects, engineers, owners, contractors and developers as assigned by the Building Commissioner or Inspection Supervisor.

### **Minor Duties/Responsibilities**

Keeps all equipment and hand tools clean and operating smoothly; services assigned equipment with fuel and oil; safety checks and adjusts mirrors, windshield wipers and lights; and performs other

simple mechanical repairs; greases and lubricates mechanical equipment. Notifies supervisor of any mechanical problems with assigned vehicles and equipment.

Confers with supervisor on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction.

Responsible for notification to appropriate staff member of any violations of City ordinances or regulations not in the primary area of responsibility of this position.

Performs maintenance and repair of electrical systems in City owned structures when required and as time allows.

Records daily functions in log book providing detailed information on work performed.

Cross trains as commercial and UDC electrical inspector in order to perform inspections as needed.

Recommends policies and standards with regard to codes and ordinances to develop more consistent code enforcement.

Attends meetings, professional seminars and conferences in order to improve work knowledge and skills when reviewed and approved by an administrative superior.

Responsible for assisting the Maintenance Department in converting to and from generator power.

Performs other related tasks as assigned.

### **Knowledge**

Extensive knowledge of tools, equipment, methods, materials and procedures generally used in street light construction and maintenance. Knowledge, maintenance, and repair of traffic signal controls. Knowledge of safe operation of hand, and electrical tools and equipment, electrical test equipment. Knowledge of operation and maintenance of street lighting systems. Working knowledge of all types of electric construction practices, codes, and City ordinances, tools and materials. Performs work to state electrical code and NEC code including any local electrical codes in a workmanship manner.

### **Skill/Ability**

Inspects street lighting and repairs any wiring or equipment that has been damaged. Assists the Electrical Inspector in maintaining records on accidents involving damage done to City street lights. Assists the Electrical Inspector in maintaining material inventory and can perform electrical inspections when Electrical Inspector is unavailable. Assists the Electrical Inspector in the ordering of parts and materials required to perform maintenance and upkeep of the street light system. The ability to read and understand codes, ordinances and complicated plans and construction drawings; ability to recognize ordinance and code violations and affect corrective action; ability to work independently; ability to establish and maintain effective interpersonal relationships with contractors,

developers, other agencies, employees, other departments and the public; ability to communicate effectively verbally and in writing; ability to ensure compliance with and follow standard safety practices and procedures common to electrical trade; ability to plan, organize, manage and administer projects requiring coordination with others. Skill in review and analysis of design, plans or actual site structures to determine compliance with acceptable standards; skill in the use of hand and electrical tools, electrical test equipment and other related inspection equipment. Ability to use personal computer equipment to access, retrieve, or input information using building permit programs, Windows, word processing and spreadsheet software or other standardized software common to the work unit or as assigned.

### **Education/Experience**

Experience with the installation and maintenance of municipal (or equal) lighting systems. Experience as an electrical inspector is desirable.

### **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. Work is performed in office and field settings. Considerable outdoor work is required in the scope of street light maintenance. A high degree of hand-eye coordination is necessary to operate testing equipment as well as hand tools in the field. While performing the duties of this job, the employee is regularly required to bend, stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms; and work from a bucket truck. The employee is continuously required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds and to climb ladders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **License/Certifications**

Must possess a master electrician license from the State of Wisconsin. Within sixty (60) days of employment, must obtain a Wisconsin certificate in commercial electrical inspection (COMEL) and residential electrical inspection (ELECT). Must possess a valid Wisconsin Motor vehicle operator's license, must also obtain a Class B CDL within 60 days of hire. Failure to obtain in a timely manner or loss of any required certification(s) or license(s) may be cause for disciplinary action.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approved By:   
City Administrator

Reviewed By:   
HR Manager

Reviewed By: \_\_\_\_\_  
Public Works Manager

**Revision History:**

April 1, 2020

July 23, 2002