



## **JOB ANNOUNCEMENT**

### ***General Public Vacancy***

**OPEN DATE: October 17, 2024**

**CLOSE DATE: Until Filled**

**JOB TITLE:** Electrician

**PAY RATE:** \$33.00+ (based on experience)

**DEPARTMENT:** Public Works

**DIVISION:** Public Facilities

#### **SUMMARY:**

Performs under the direction of the Public Facilities Supervisor, Public Works Director or designee. Responsible for installing, maintaining or repairing electrical wiring, equipment and fixtures. Ensures that work is completed in accordance with relevant codes.

#### **DUTIES AND RESPONSIBILITIES:**

- Review specifications to plan layout and installation of electrical wiring, equipment or fixtures, based on job requirements and electrical codes.
- Assemble and install electrical or electronic wiring, equipment, appliances, apparatus and fixtures, using hand tools and power tools.
- Construct and fabricate parts, using power or hand tools and specifications; connect wires to circuit breakers, transformers, outlets, switches or other components.
- Test all assemblies, installations, or repairs on electrical or electronic wiring, equipment, appliances, apparatus and fixtures.
- Inspect electrical system, equipment or components to ensure compliance with codes and to identify hazards, defects and the need for adjustment or repair.
- Diagnose malfunctioning systems, apparatus or components, using test equipment and tools, to locate the cause of a problem. Correct the cause of any problem.
- Place conduit, pipes or tubing inside designated walls, partitions or other concealed structural places and pull insulated wires or cables through the conduit to complete circuits between boxes.
- May install or service street lights, intercom systems or electrical control systems.
- Attends or completes periodic safety training sessions for the electrical industry.
- Maintains a favorable working relationship with other employees to promote a cooperative and harmonious working environment.
- Communicates clearly and directly with supervisors, other employees and clients.
- Responsible for suggesting methods to improve processes, efficiency and service to both internal and external customers.
- Studies new material or code changes; passes testing or serves in apprenticeship as required to maintain current electrician's license or identification card to meet governmental regulations.
- Performs other duties as assigned.

#### **MINIMUM JOB QUALIFICATIONS:**

- High school diploma or equivalent.
- Two (2) years experience in commercial/industrial electrical maintenance.

### **PREFERRED REQUIREMENTS:**

- Class B Commercial Driver's License.

### **EMPLOYMENT REQUIREMENTS:**

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- Must possess a Journeyman Electrician License.
- Required to perform "On-Call" duties on weekends and holidays in any time outside the normal working hours.
- Due to the need to be able to contact employee in emergency situations, employees must either have a telephone or ready access to a telephone in their residence. When contacted, the employee is expected to report to work unless there are special no-reoccurring circumstances.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Operating equipment used in the repair and maintenance of electrical systems.
- Planning and managing projects.
- Preparing and maintaining accurate records.
- Adhering to safety practices.
- Handling hazardous materials.
- Ability to consider a number of factors when using equipment.
- Flexibility is required to work with others.
- Operate equipment using a variety of standardized methods.
- Problem solving with data frequently requires independent interpretation of guidelines.
- Problem solving with equipment is moderate.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include; adapting to changing work priorities.
- Meeting deadlines and schedules.
- Working as part of a team.
- Working independently and with interruptions.
- Complying with OSHA/TOSHA regulations.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to calculate figures and amounts such as discounts, interest commissions, proportions, percentages, area, circumference and volume.  
Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to communicate effectively both verbally and in writing.
- Ability to understand and follow special oral and written instructions and procedures.
- Ability to perform heavy manual work.
- Ability to interact professionally with internal and external customers.
- Ability to learn and follow all safety rules as set by the City of Las Vegas and the State of New Mexico.
- High degree of initiative: self starter.
- Ability to meet deadlines.
- Organizational and time skills with strong attention to detail.
- Ability to understand the occupational hazards and stand safety precautions required in each area; follow proper safety procedures and wears proper PPE.
- Demonstrates strong level of accountability and ownership.

- Knowledge of materials, methods and the tools involved in the construction or repair of electrical systems in houses, building or other.
- Knowledge of principles of electricity, circuits, electronic equipment, machines and tools, including their designs, uses, repair and maintenance.
- Algebra and/or geometry may be used.
- Read technical information, compose a variety of documents and/or facilitate group discussions
- Solve practical problems.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include; methods, techniques, materials, tools used in installation, troubleshooting, maintenance and repair of electrical systems/subsystems.
- Troubleshoot/maintain mechanical, electrical, environmental systems/subsystems including control/balancing these systems
- Knowledge of blueprints and schematics.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- Majority of work is conducted outside and in the elements; and may work near traffic and around heavy equipment with the possibility of physical risk; confined areas. This position requires the use of appropriate PPE as directed.
- The noise level in the work environment is usually moderate to loud, however can become extremely loud.
- Occasional overnight travel may be required.
- Possible exposure to toxic gases, infectious agents, and chemicals.
- Work requires frequent standing walking, bending, squatting, climbing, kneeling twisting, and reaching. Verbal and listening skills.
- Specific vision abilities required include reading, computer, and color vision.
- Regularly required to lift and/or move up to 25 pounds and occasionally lift and/or move up 100 pounds.
- 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.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application.


The employment application is available at:

<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

OR send via email to: [consuelo@lasvegasnm.gov](mailto:consuelo@lasvegasnm.gov)

**Reviewed and approved for publishing by:**

  
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