

Village of Mount Prospect

Mount Prospect, Illinois

VILLAGE OF MOUNT PROSPECT Electrician JOB DESCRIPTION

Department: Public Works
FLSA Class: Non-Exempt
Union: International Operating Engineers 150
Employment Status: Full-time
Position Reports To: Superintendent
Date: April 2025

I. JOB DUTY SUMMARY

This is skilled work of installing, troubleshooting, and repairing general and specialized electrical equipment. Work involves the responsibility for performing skilled tasks in accordance with standard practices of the trade. Instructions concerning work assignments may be oral or written and may be accompanied by sketches or blueprints. Work may be performed under minimal supervision, and performance is reviewed by the observation of results.

II. ESSENTIAL JOB FUNCTIONS

- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
- Repairs and maintains well motors, starters, sewage lift stations, and supervisory control systems.
- Connect wires to circuit breakers, transformers, or other components.
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.

- Place conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.
- Heavy manual labor.
- Perform snow and ice control removal when required using equipment to maintain streets, sidewalks, and parking lots.
- Perform landscaping, grass mowing, and related grounds maintenance.
- Operate hand tools such as chainsaw, road saw, jack hammer, etc.
- Maintain repair and install site furniture.
- Assist in the installation and repair of underground pipes
- Assist in placement of wet concrete involving repair or construction work.
- Assist in placement of asphalt involving patching or paving operations on Village streets and parking areas.
- Insure the proper maintenance of equipment and tools through inspections and repairs.
- Perform tree trimming on Village owned/maintained trees.
- Perform indoor building and construction tasks such as dry wall, painting, taping and etc.
- Remove dead animals from streets when required.
- Complete tear down and set-up of special events.
- Perform street repair and maintenance including, repairing manholes and sidewalks, fixing signs, and striping.
- Perform street sweeping.
- Maintains the supply and distribution of the water system including water main breaks, pump stations, hydrants, valves, and water reservoirs.
- Maintains the separate and combined sewer systems including root cutting, flushing, televising of sewer mains, repair of manholes.
- Performs water meter installations, water shut offs and turn ons.
- Performs carpentry work as required.
- Operation of light, medium and heavy equipment operation including, but not limited to; backhoe, loader, street sweeper, skid steer, dump trucks, tamper, chipper, etc.
- Performs other duties as assigned.

III. BASIC QUALIFICATIONS – EXPERIENCE AND KNOWLEDGE

- Considerable knowledge of methods, materials, and techniques involved in constructing, installing, and operating a variety of electrical installations, equipment, and appliances. (Work with 110, 240, and 480-volt systems.)
- Knowledge of standard testing devices, troubleshooting techniques, and effective corrective measures.
- Knowledge of local ordinances governing electrical installations and of the National Electrical Code Standards.
- Operate light, medium, and heavy equipment.
- Understand and carry out oral and written instructions.

IV. EDUCATION AND TRAINING

- High School diploma or equivalent required.
- Completion of electrician apprenticeship program, electrician certificate program or associates degree in related field is preferred.
- Minimum of three (3) years' experience in electrical installation/repair or related facilities maintenance field required.
- Or an equivalent combination of experience and training.
- Must have a valid Class B driver's license (CDL) from the State of Illinois.

V. 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.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell.

The employee must regularly lift and/or move up to 125 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

VI. WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an outside environment. The employee while performing the duties of this job frequently works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is moderate, except during construction situations when the noise level may be loud

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.