



City of  
**Marion**  
Ohio

**Affirmative Action Committee**

Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

October 23, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Water Pollution Control Department**.

**Maintenance Electrician** - It is a full-time position with a pay range of \$20.86 - \$27.81 per hour. A job description is attached.

**Note:** - A valid Ohio Driver's License minimum of Class B Commercial Driver's License (CDL) with any endorsements required by law; a Class A CDL preferred. Driver's License must be without restrictions of any privilege to drive at any time and must be free from any requirement of High Risk Liability Insurance.

- Required to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Duties: Thorough knowledge of the methods, materials, tools and standard practices of the electrical trades as they apply to motor controls and motors; considerable knowledge of 12.5 kilovolt distribution systems; some knowledge of electronic systems as related to wastewater treatment controls, including Allen Bradley Controls; good knowledge of occupational hazards associated with electricity. Ability to diagnose electrical problems and make corrections and repairs; skill in the care and use of tools and equipment; familiarity and skill with computer programs and SCADA systems associated with the Water Pollutions Control operations (can be learned on the job).
- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Wednesday, October 24, 2018 at 8:00 am  
 Application Closing Date/Time: Wednesday, November 14, 2018 at 4:00 pm  
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3<sup>rd</sup> floor  
 - OR - download from [www.marionohio.us/employment](http://www.marionohio.us/employment)

**It is the policy of the City of Marion not to discriminate in the selection of candidates.**

Janell O'Neil, Affirmative Action Secretary  
City of Marion

**Attachment**

|                         |                                |               |                 |                 |
|-------------------------|--------------------------------|---------------|-----------------|-----------------|
| cc: Committee Members   | Public Works Director Bischoff | Auditor       | IT              | Probation       |
| Support Data List (AA)  | HRAA - O'Connor                | Council       | Law Director    | Senior Center   |
| Mayor                   | HRC - Mayes                    | Engineering   | Municipal Court | Transit         |
| Safety Director Robbins | City Hall - 3 Floors           | Fire Dept - 3 | Parks           | Utility Billing |
| Service Director Caryer | Airport                        | Garage        | Police Dept     | WWTP            |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

**AN EQUAL OPPORTUNITY EMPLOYER**

**CITY OF MARION OHIO**  
**Job Description**

**Job Title:** MAINTENANCE ELECTRICIAN  
**Department:** WATER POLLUTION CONTROL  
**Reports To:** MAINTENANCE SUPERVISOR  
**FLSA Status:** Non-Exempt AFSCME GRADE 26

**SUMMARY:** Responsible to the Water Pollution Control Superintendent, under the direct supervision of the Maintenance Supervisor or Assistant Superintendent, for installation, inspection, repair and maintenance of electrical/electromechanical operating and control systems, apparatus, equipment and fixtures, including instrumentation and heating and cooling systems. Exercises independent judgment to perform duties either alone or with other electricians or helpers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties as assigned.

- Installs power supply wiring, conduit, lighting fixtures, motor starters, timers and other controls. Draws schematics and ladder diagrams for control systems.
- Refurbishes and replaces relay contacts, cleans and lubricates all moving parts in motor control centers.
- Connects power supply wires to machines and equipment and connects cables and wires between machines and equipment.
- Diagnoses malfunctioning apparatus such as transformers, pilot devices, three-phase motors, service lines and lighting fixtures and makes repairs; uses voltmeters, ammeters, oscilloscope, megohmmeter; performs sequence test on main ground fault relays; trouble shoots/maintains traffic controllers.
- Tests malfunctioning equipment and machinery; discusses malfunction with others to diagnose; replaces faulty electrical components of machine such as relays, switches, and motors; positions sensing devices; Diagnoses and repairs or replaces faulty electronic components, such as printed circuit boards; Diagnoses and replaces faulty mechanical, hydraulic, and pneumatic components of machines and equipment; replaces electric motor bearings and rewires motors.
- Contacts suppliers for parts, availability and pricing; initiates purchase orders for parts and equipment; orders parts upon responsible supervisor's approval.
- Plans layout of wiring and installs wiring, conduit and electrical apparatus in buildings.
- Instructs/trains helpers on-the-job to assist with all of the above; follows all work and safety rules.

**SUPERVISORY RESPONSIBILITIES:** May direct the work of others in order to perform the above duties efficiently. Carries out these responsibilities in accordance with the City's policies and applicable laws or regulations. As a working foreman, will plan, train, direct and work with fellow employees.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Associates degree (A.A.) or equivalent from two-year college or technical school; or one year to two years related experience and/or training; any combination

of education and experience that provides the required knowledge, skill and ability may be considered.

**Language Skills:** Ability to: read, analyze, and interpret common scientific and technical journals, financial reports and legal documents or governmental regulations; write reports; respond to inquiries or complaints from supervisors, officials and others.

**Mathematical Skills:** Ability to apply: advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations; mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**Reasoning Ability:** Ability to: apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.); solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** Should have knowledge of and ability to: use the WPC Database and the Internet; Design, Spreadsheet and Word software.

**Certificates, Licenses, Registrations:** Valid Ohio Driver's License, Class B Commercial Driver's License (CDL) required, class A preferred, IMSA Certification preferred.

**Other Skills and Abilities:** Thorough knowledge of the methods, materials, tools and standard practices of the electrical trades as they apply to motor controls and motors; considerable knowledge of 12.5 kilovolt distribution systems; some knowledge of electronic systems as related to wastewater treatment controls; good knowledge of the occupational hazards associated with electricity. Ability to diagnose electrical problems and make corrections and repairs; skill in the care and use of tools and equipment; familiarity and skill with computer programs associated with the WPC operations (can be learned on the job).

**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.

The employee is: regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear; occasionally required to taste or smell. Frequently lifts and/or moves up to 100 pounds. Specific vision abilities required include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** 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 employee is: regularly exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions and risk of electrical shock; frequently exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals and vibration; occasionally exposed to extreme cold; extreme heat; explosives and risk of radiation. The noise level is usually moderate to very loud.