

Job Class Code: 3270	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to maintain utilities electronic equipment. The class is responsible for installing utilities electronic equipment, troubleshooting problems, calibrating and repairing equipment, and preparing reports. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

<ul style="list-style-type: none"> • Installs and inspects utilities electronic equipment and control devices such as pressure recorders, telemetering systems, drain systems, turbimeters, and chemical indicators. • Troubleshoots problems with related equipment in order to determine procedures for repair. • Designs, calibrates, replaces, cleans, and/or repairs related equipment and systems. • Prepares files and reports including records of repair and maintenance work completed. • Ensures equipment meets given codes and guidelines. • Assists with the maintenance and repair of pumps and other plumbing and mechanical equipment. • Performs related tasks as necessary such as designing and recommending changes to operational functions of equipment and supervising subordinate staff. • Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in electronics or a closely related field.
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Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
Special Requirements	Performance of essential functions may require exposure to confined spaces. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/27/2020