



CITY OF SALEM

231 S. BROADWAY AVENUE
SALEM, OHIO 44460

Salem City Service Department
231 South Broadway
Salem, OH 44460

The Service Department of Salem Ohio is accepting applications for the position of **Electrician**. If you have previously applied for a position with the City, you must reapply. To submit an application:

1. Print the Application for Employment, located on the Salem City web page, and fill out all sections as required.
2. Include a copy of your resume, if available.
3. Mail or drop off all documents to Salem Service/Safety Director, 231 South Broadway Avenue, Salem OH 44460.

Applications may also be picked up at City Hall, Mayor's office. Applications must be returned no later than **March 2, 2018, 5:00 p.m.** Notice of this job opening will also be posted in the classified section of the Salem News.

Citizenship: Must be a citizen of the United States of America, or hold a permanent resident card.

Qualifications, Responsibilities: See Position Description below.

Character: Must be of good moral character, have no police record, have good previous work record and background indicating ability to get along with people.

Physical: Must pass a legal urine drug screen.

Licenses:

1. Must possess a valid Ohio state-tested Electrical Contractors license.
2. Must possess and maintain a valid class B CDL, or be able to obtain same within 6 months of hire.

Wages: \$26.52 per hour, plus excellent benefit package.

POSITION DESCRIPTION
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Job Title: **FOREMAN-ELECTRICAL**

Department: *Service*

Immediate Supervisor: *Service/Safety Director*

Positions Supervised: *Traffic Controller*
Electrician/Traffic and Safety Helper

JOB RESPONSIBILITIES:

Under direction, the Electrical Foreman maintains repairs, and installs traffic signals, fire alarms, wiring , motors, transformers, generators, lighting, pumps, and other electrical systems in city buildings, streetlights, and facilities, supervises department employees, and maintains the equipment and supply inventory.

QUALIFICATIONS:

High school education or equivalent and minimum of five (5) years progressive experience in electrical repair and maintenance or an equivalent combination of education, training and experience. Must possess a valid State of Ohio electrical contractors license. Must maintain and possess a Class B CDL within 6 months of hire.

WORKING CONDITIONS:

The Electrical Foreman may be required to work a flexible schedule, including evenings, weekends, and on-call, will work outdoors and may be exposed to adverse weather conditions. May be exposed to high voltage equipment and required to work at heights greater than 25 feet.

**POSITION DESCRIPTION
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<i>KNOWLEDGE OF:</i>	<i>SKILLS AND ABILITIES TO:</i>
<ul style="list-style-type: none"> • <i>Department goals and objectives*</i> • <i>Department policies and procedures*</i> • <i>State and federal employment laws</i> • <i>Supervisory methods</i> • <i>Employee training and development methods</i> • <i>Federal, state, and local electrical codes, standards and regulations</i> • <i>Safety procedures</i> • <i>Tools, equipment, and parts utilized in electrical repair/maintenance</i> • <i>Principles of electrical theory</i> • <i>Electrical systems</i> • <i>Construction methods and materials</i> • <i>Inspection and safety evaluation techniques</i> • <i>Mechanical traffic signs</i> 	<ul style="list-style-type: none"> • <i>Estimate time and material requirements</i> • <i>Maintain a positive work environment for employees</i> • <i>Ensure that work is accomplished correctly</i> • <i>Identify employee behavior that requires discipline</i> • <i>Implore employee performance through use of coaching and discipline</i> • <i>Interpret plans and specifications</i> • <i>Read and understand blueprints, technical manuals and construction plans</i> • <i>Define problems, collect data, establish facts, and draw valid conclusions</i> • <i>Organize, prioritize, and coordinate multiple tasks</i> • <i>Prepare accurate and concise reports</i> • <i>Maintain accurate records</i> • <i>Present a positive image to the public</i> • <i>Develop and maintain effective working relationships with supervisor, department personnel, and the public</i> • <i>communicate effectively in written and oral form</i> • <i>Resolve conflicts</i> • <i>Recognize unusual or threatening conditions</i> • <i>Remain calm in emergency situations</i> • <i>Identify potential and existing electrical system problem</i> • <i>Perform installation, repairs, and routine maintenance of all types of electrical system equipment and components</i> • <i>Transport moderately heavy objects from one location to another</i> • <i>Use manual and power tools</i> • <i>Climb ladders and work in high place</i> • <i>Work underground and in confined or awkward conditions</i>

** May be acquired after hire*

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

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45% **ELECTRICAL WORK**

- ★ *Diagnoses electrical system malfunctions of city facilities*
- ★ *Performs installation and maintenance of city streetlights, traffic signals, and emergency warning sirens*
 - *Replaces damaged signals and parts*
 - *Repairs and replaces signal controls and timing devices*
- ★ *Performs installation, maintenance, and repair of city telephone systems and equipment*
- ★ *Performs installation, maintenance, repair, or replacement of electrical equipment such as motors, transformers, generators, circuits, lighting fixtures, and pumps*
- ★ *Performs routine maintenance and repair of electronic equipment*
- ★ *Trims trees around power lines, as needed*
- ★ *Performs grounding and switching techniques*
- ★ *Operated electrical testing equipment*
- ★ *Maintains records of equipment maintained, parts used, and work completed*

30% **SUPERVISION**

- ★ *Participates in the hiring process of new employees*
- ★ *Trains employees*
- ★ *Assigns and monitors the work of employees*
 - *Ensures compliance with policies and procedures*
- ★ *Coordinates employee time sheets and authorizes overtime*
- ★ *Evaluates employee performance and administers discipline*
 - *Maintains proper records*
- ★ *Participates in grievance procedures, as necessary*
- ★ *Ensures effective communication of information to all employees*
- ★ *Provides leadership and guidance to staff in fulfilling their responsibilities*

20% **ADMINISTRATION**

- ★ *Participates in long range planning for the department*
- ★ *Plans, directs, and prioritizes maintenance and repair of city electrical systems and equipment*
- ★ *Determines necessary staffing and recommends staffing levels*

- ★ *Denotes an essential function of the job*

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ADMINISTRATION-continues

- ★ *Assists in the development and implementation of department policies and procedures*
- ★ *Ensures effective exchange of information with other departments and municipalities*
- ★ *Prepares and maintains department records and reports*
- ★ *Responds to resident questions and complaints and refers to Service/Safety Director, as needed*
- ★ *Ensures the maintenance of department vehicles and equipment*

5% **MISCELLANEOUS**

- *Attends meetings and serves on temporary committees, as requested*
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions*
- Performs additional duties and assignments, as required*

**Denotes an essential function of the job*