



**CITY OF SENECA**  
221 East North First Street  
Seneca, South Carolina 29678  
(864)885-2700 Fax: (864)885-2701  
[www.Seneca.SC.US](http://www.Seneca.SC.US)

08/20/2021

## **CITY OF SENECA - BUILDING/MAINTIENCE/PROJECTS DEPARTMENT**

### **POSITION DESCRIPTION – ELECTRICIAN ASSISTANT**

#### **GENERAL PURPOSE**

Assists Lead Electrician in the installation, repairing, and maintaining of electrical systems and equipment for city buildings.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist with installing and repair wiring, electrical fixtures, power equipment, and components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints.
- Assist with installing and repair control and distribution apparatus, including motors, relays, switches, thermostats, circuit breaker panels etc.
- Assist with installing and connect power supply wiring, cables, conduit, and electrical apparatus for machines and equipment in new and existing facilities following diagrams, schematics, or blueprints
- Assist with diagnosing and resolving problems in electrical circuits, systems, and equipment using testing instruments and equipment.
- Assist with testing continuity of circuits to ensure compatibility and safety of components using testing instruments.
- Assist with measure, cut, bend, thread, assemble, and install electrical conduit using rulers, measuring devices, hand tools, pipe threader, and conduit bender.
- Asist with repairing or recommending replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, dryers, etc.
- Operate scissor and boom lifts

#### **PERIPHERAL DUTIES**

- Performs other duties as required.
- Is required to fill in for other positions within the department.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### Education and Experience:

- High School diploma or GED equivalent, and
- 2+ year electrical experience preferred
- Valid SC driver's license and good driving record
- Proficient electrical diagnostic skills.
- Excellent written, verbal, and interpersonal skills.
- Ability to work after hours, over weekends and on public holidays with short or no notice.
- Physically agile, dexterous, and able to work in confined spaces.

## Necessary Knowledge, Skills and Abilities:

- Working knowledge of methods, materials and tools used in electrical distribution system maintenance work.
- Working knowledge of the occupational hazards and safety precautions of the trade. Considerable knowledge of the principles of electrical theory as applied to electrical circuits and wiring systems and ability to apply this knowledge to work situations. Knowledge of how circuits feed and where they can be blocked.
- Skill in operation of the listed tools and equipment. Skill in the application of first aid methods including artificial respiration. Skill in the reading and interpretation of electric schematics and one-line diagrams.
- Ability to follow proper methods, procedures, and safety precautions of line work; Ability to understand and follow complex oral and written instructions; Ability to work under varying weather conditions.
- Showing efficiency in work and contributing to increasing profitability of the city.
- Interact with customers and other employees.
- Ability to provide quality workmanship.
- Good decision making and organization required. Keeps inventory, time and material records, as assigned; stocks service vehicles as required.
- Operates a variety of equipment and trucks.

## **TOOLS AND EQUIPMENT USED**

Power Equipment: Power Saws, Portable Power Tools, Street Blower, Blowtorch, Portable Power Tools, Air Compressor, Soldering Iron, Spray Gun, Staple Gun, Stud-Driver, Whacker Packer, Pressure Sprayers, Pressure Washers, Sledgehammer, Drills, Concrete Saw. Miscellaneous Hand Tools: Staple Gun, Wrench Sets, Handballs. Standard Office Equipment: Computers, Manuals, Written Resources, Chisels. Heavy Equipment: Service Truck, Tractor, Backhoe.

## **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The employee frequently is required to stand and talk or hear.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must constantly lift and/or move up to 20 pounds, must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 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.
- While performing the duties of this job, the employee regularly works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
- The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

---

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*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.*