

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Park Specialist - Electrical/Mechanical Systems
DEPARTMENT	Parks And Recreation
UNION:	114
SG:	12
CS:	Entry/Promotional
FLSA:	Y
EE04CODE:	SC

NATURE OF WORK:

Performs duties associated with maintenance, repair and operation of various systems in the Electrical/ Mechanical program area. Plans and schedules maintenance, performs complex technical work; maintains inventory of maintenance needs; provides technical direction and training to staff; determines required equipment, materials and supplies; and operates equipment as necessary to perform maintenance activities. Oversees all staff assigned to the program area and provides input on performance evaluations. Tracks and orders materials, equipment and supplies for program area, including price and product evaluation as well as bid packet specifications and evaluation.

DISTINGUISHING CHARACTERISTICS:

This position plans, schedules, directs and provides day-to-day supervision of all work activities within the Electrical/Mechanical systems program area. Utilizes journey-level trade skills to perform complex technical work requiring specialized training in the maintenance of various electrical/mechanical systems including electrical, lighting, heating and ventilation, pump stations, motor controls and electronic systems. Position also tracks and orders materials, equipment and supplies for program area.

SUPERVISORY RELATIONSHIPS:

Reports to Park Supervisor - Buildings. Normally performs duties independently and is responsible for work sequence within approved program. Work reviewed in progress and upon completion of assignments. Oversees the day-to-day work of Park Technicians, Park Workers, seasonal and federally- funded personnel as assigned.

ESSENTIAL FUNCTIONS:

1. Works with supervisor to develop work programs and schedules for electrical/mechanical systems maintenance including electrical systems, lighting systems, HVAC systems, and electronic systems. Works with supervisor to establish performance standards for work activities.
2. Oversees day-to-day work of all staff in the Electrical/Mechanical program. May participate in the hiring process for program appropriate I staff. Provides training to assigned staff. Provides information regarding employee performance to supervisor.
3. Maintains inventory of electrical/mechanical systems assets.

4. Installs and maintains electrical systems to include but not limited to interior, exterior and sports lighting, electrical power distribution, sewer pump stations and controls, PA systems, timers and scoreboards.
5. Determines appropriate equipment and materials to complete work according to specifications, verbal instruction, and/or established procedures. As necessary, adapts equipment and materials to meet specific requirements of the job.
6. Interprets and uses engineering drawings and other applicable specifications in the installation and maintenance of electrical, lighting and electronic systems.
7. Determines supplies and materials necessary for repair stock and to complete specific repair and installation projects.
8. Assists in the development of program area budget including maintenance and project costing and tracking, costing and purchasing of equipment and materials and supplies including bid package formation, submittal and review.
9. Operates tractor equipment as necessary including backhoe, front-end loader, auger and trencher.
10. Works with other program areas to perform maintenance and repairs to existing systems and assist in the review, construction and installation of systems.

ADDITIONAL WORK PERFORMED:

1. Performs other duties within the scope of the classification.

KNOWLEDGE AND SKILLS:

Knowledge:

- Modern office practices, procedures, and equipment including personal computers and related software such as word processing, spreadsheet programs and relational databases.
- Good working knowledge of construction materials and methods.
- Good working knowledge of applicable codes, regulations and practices.
- A working knowledge of proper codes, procedures and regulations for various mechanical systems including plumbing, irrigation, electrical, heating and drainage.
- A working knowledge of Uniform Electrical Code.
-

Skills:

- Provide excellent customer service to internal and external customers.
Ability to troubleshoot, identify, problem solve and perform necessary repairs to complex electrical problems and malfunctions.
- Ability to utilize complex test equipment such as ohm meters, volt meters and various instruments used in the troubleshooting of electrical problems.
- Planning, assigning and scheduling the work of personnel involved in electrical/mechanical maintenance work activities.
Supervisory skills including leadership, problem solving, interpersonal sensitivity, adaptability/ flexibility and time management.

Ability to:

- Ability to communicate effectively -
Ability to read and interpret blueprints.
- ability and willingness to perform assigned work independently with minimal supervision.
- Ability and willingness to follow oral and written instructions.

- Pursue ongoing training to improve knowledge and skills in electrical/mechanical systems.
- Ability and willingness to adhere to provisions of the team agreements for the Operations Division.
- Ability and willingness to work outdoors in all types of weather conditions and indoors in tight confined spaces as needed.
- Ability to multi-task and manage multiple deadlines.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical abilities to perform assigned work:
 - Adequate hearing, correctable vision, manual dexterity to operate power equipment safely in a noisy work environment.
 - Ability to perform physical labor including operating heavy equipment, climbing, bending and working from ladders.
 - Ability to work from heights of up to 40 feet.
 - Ability to perform heavy physical labor and frequently lift and carry equipment and materials of up to approximately 50 lbs., heavier items of approximately 50-100 lbs. are lifted on an infrequent basis utilizing proper body mechanics, assistance and mechanized equipment.
 - Frequently operate a computer and read a computer screen or typewritten page;
 - Frequently communicate verbally;

WORKING ENVIRONMENT:

Work is performed outdoors in all weather conditions and indoors in tight confined spaces as needed. The work involves moderate risk, which requires employees to follow established safety procedures.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school graduation or equivalency (GED).
- Possess and maintain a General journey-level electrician (01) license issued by the State of Washington.
- One year experience as a journey-level electrician.
- Must have three years of recent work experience in building trade areas of electrical maintenance and repair.
- Experience working in an industrial electrical maintenance setting preferred.
- Experience with equipment such as auger, trencher and front-end loader and backhoe preferred.
- One year of lead/supervisory experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license at time of hire and good driving record. A three-year driving record abstract must be submitted at time of hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Ability to secure a flagging and traffic control card within one year of hire.
- Ability to secure and maintain a valid First Aid and CPR certification within six months of hire.
- Ability and willingness to respond to after hour and weekend callouts on an infrequent basis.

PREPARED BY: J. Ivary
11/84

REVIEWED BY:
James King
Parks and Recreation Director

REVISED BY: J. Ivary
C. Sellin
4/91
L. Hill
T. Slack
10/07
T. Slack
K. Luxtrum
6/14

COMMISSION ADOPTION: _____ June 11, 2014