



## Position Description Building Maintenance Specialist - Electrician

---

### Nature of Work

Perform skilled maintenance and repair activities on Spokane Transit buildings, grounds, equipment, furnishings and other transit facilities. Work assignments may be routine in nature or involve specific maintenance or repair assignments given in the form of oral or written instruction. Work requires concentrated attention to prevent errors, which, if not detected, can result in significant losses of time and/or money; and effective problem solving and analysis skills. Incumbent must apply independent judgment in determining proper actions to ensure that established standards; policies; and local, state and federal laws, codes and regulations are followed.

### Supervision Received

Position is under the general supervision of the Facilities and Grounds Manager, and under immediate direction of the Facilities and Grounds Foreperson.

### Essential Functions

Perform journeyman level electrical & mechanical maintenance and repair on heat pumps, air conditioners, natural gas furnaces, hoists, automated vehicle washers, emergency generators, overhead doors, money counting and sorting equipment, compressors, steam cleaners, environmental controls, small gasoline engines and plumbing fixtures and be able to perform carpentry and masonry skills.

#### Examples of Duties

- Diagnose, inspect, test, adjust, repair and replace complete or integral parts of mechanical equipment or systems.
- Inspect, test, clean and repair heat pumps, air conditioners, natural gas furnaces, small gas engines and plumbing fixtures.
- Repair/new install of electrical conduit, wiring, lights, control circuits, circuit breakers, lighting and switches and controls.
- Oversee preventative maintenance program in conjunction with the Facilities and Grounds Foreman.

Perform diagnosis, repair and installation work on Spokane Transit's new and existing buildings, equipment and grounds; and maintain an ongoing preventative maintenance program for all equipment in operation (excluding coach, van and service vehicles).

#### Examples of Duties

- Diagnose and replace faulty electrical, hydraulic and pneumatic components of machinery and equipment.
- Cut and thread pipe; solder copper plumbing pipe; and make plumbing installations and repairs.
- Perform carpentry; install floor coverings; repair and replace windows and doors, including hardware; repair and replace sheetrock; and perform concrete and mortar work.
- Inspect, test, and repair shop equipment, such as lathes, grinders, presses, vices, drill presses, battery charges and hose reels.
- Troubleshoot, repair and maintain fuel and petroleum dispensing systems, including leak detecting equipment, and fluid management system.
- Inspect, adjust, test and repair vehicle cleaning and lifting equipment.



## Position Description Building Maintenance Specialist - Electrician

- 
- Weld and fabricate steel and aluminum signs, brackets, guards or components using oxy/acetylene, wire feed or MIG/TIG equipment.

Perform, with or without accommodation, the above and other related duties and responsibilities as assigned.

- Assist other Facilities and Grounds staff in fulfilling duties necessary to provide the efficient and safe function of all equipment and buildings belonging to Spokane Transit.
- Operate all Drive service vehicles, including trucks, repair van, forklifts, Bobcat, people lifts, and snow plow equipment.
- Represent Spokane Transit in professional and positive light to the community.
- Must be punctual, reliable, and maintain regular attendance.
- Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.
- Other duties as assigned.

This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties, and training as dictated by their Supervisor and/or Spokane Transit.

### Minimum Requirements

#### Training and Experience

Five years of progressively more responsible work experience in the repair, maintenance and installation of industrial heating, air conditioning, and natural gas equipment; heat pumps; electrical equipment, data/telecommunications and cabling, electro-mechanical lock systems, compressors, pneumatics, control panels, small gasoline engines and plumbing fixtures. College level course work or training in related technical areas may be substituted for up to two years of the required work experience.

#### License

Must possess, at the time of appointment, a Washington State 01-Journeyman Electricians license; a driver's license from the state of residence; the ability to obtain and maintain any other licenses or certificates necessary to perform the duties and responsibilities of this position; and the ability to obtain and maintain the required Commercial Driver's License within an STA specified time frame. Other licenses/certifications may include; Heating Mechanic, Boiler/Pressure Vessel, Electrical Specialty, Plumbing, Welding, HVAC, Pesticide/Herbicide, Elevator, Masonry, Contractor, Carpentry, Telecommunications, Locksmith, and City of Spokane Heating Mechanic license.

### Physical Requirements

The physical activity of position requires the ability to stoop, sit, squat, waist bend, kneel, crouch, reach, stand, walk, grasp, crawl, twist, balance, talk and finger. The sensory requirements of position include visual acuity to determine color, depth and field of vision; and the ability to receive detailed information through oral communication and to make discriminations in sound. The physical requirements of position require the ability to exert up to 50 pounds of force occasionally and /or up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.



## Position Description Building Maintenance Specialist - Electrician

---

Incumbent is subject to inside and outside environmental conditions, noise, physical hazards, atmosphere conditions, vibration and hazardous materials.

### Computer Skills

Basic computer skills required.

### Selection Factors

- Considerable knowledge of heating and air conditioning equipment; heat pumps; natural gas furnaces; gas engines; ARC and acetylene welding; brazing; and hydraulics.
- Considerable knowledge of the repair, maintenance and installation of all types of equipment.
- Ability to recognize and evaluate problems and to formulate, develop and implement solutions.
- Ability to operate motor vehicles; an assortment of hand and power tools; and other work related equipment in a safe manner.
- Ability to prioritize and complete tasks in a timely manner.
- Ability to maintain good attendance as demonstrated by current and past employment records.
- Ability to speak clearly and to read and interpret written policies and instructions.
- Ability to quickly learn the activities, policies and procedures related to the Facilities and Grounds Department.
- Ability to effectively work with other employees and supervisory personnel.
- Attitude of neatness, pride, conscientiousness and care in work product.

### Wage

As provided for Building Maintenance Specialist in the labor agreement with ATU 1015.

### AA/EEO Notice

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, disability, ethnicity/race, national origin, religion, gender, gender identity, sexual orientation or veteran status.

### Acknowledgement

*I acknowledge that I have read this job description, and I feel that I can perform the essential functions of the position with or without reasonable accommodations.*

---

Employee Name Printed

Date

---

Employee Signature