

DOWNERS GROVE SANITARY DISTRICT

JOB DESCRIPTION

TITLE: ELECTRICAL TECHNICIAN
PAY RANGE: HOURLY II

FLSA: Nonexempt

GENERAL SUMMARY

Performs preventive maintenance and repair work on electrical equipment located at the Wastewater Treatment Center, Administration Center and at remote pumping stations, as well as mobile equipment such as vehicles, sewer system equipment, and portable generators. Reports directly to the Maintenance Supervisor.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1) Specializes in repair of electrical components on process equipment at the Wastewater Treatment Center. This equipment includes 480 volt electrical systems, such as breakers, starters, relays, and wiring. This type of work also pertains to remote pumping stations.
- 2) Is involved with electrical high voltage areas (beyond 480 voltage) which would include the primary feeder system from the Utility Company and the District utility transfer switch.
- 3) Performs electrical maintenance on low voltage systems, such as 240 and 120, on various equipment that may include HVAC, receptacles, lighting, and other minor equipment and wiring.
- 4) Performs electrical maintenance on low voltage electronic equipment, such as SCADA System, PLCs, alarm units, auto dialers, level controls, flow meters, etc.
- 5) Performs installation of new electrical equipment, such as motors, PLCs, alarm systems, flow meters, lighting fixtures, HVAC equipment, etc.
- 6) Plans layout of wiring and installs wiring, conduit, and electrical apparatus.
- 7) Performs maintenance and calibration work on non-electrical equipment such as manometers, pneumatic and hydraulic gauges and controls.
- 8) Is responsible for maintaining, in good condition, all specialized tools, meters, and other equipment normally used to perform the work.
- 9) Assists with other areas of District operations, maintenance and building & grounds as required.
- 10) Assists with completing and updating maintenance records which includes creating, completing, and submitting work orders.

- 11) Assists Maintenance Supervisor with procurement of materials required for work assignments.
- 12) Must have a basic set of hand tools including but not limited to screw drivers, pliers, wrenches, and a socket set.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- 1) Must live within a 30-minute travel time from the District's Wastewater Treatment Center.
- 2) Requires on-call responsibility on a periodic 24/7 basis (on a rotating schedule) in order to respond to emergency situations.
- 3) Requires a good working knowledge of electrical equipment which is normally acquired through five years of work experience in the wastewater treatment field, or other similar industrial or utility company.
- 3) Requires an understanding of current electrical codes and safety precautions.
- 4) Requires the ability to understand electrical and mechanical drawings and schematics.
- 5) Requires a competent level of knowledge in Microsoft Office Suite: such as Word, Excel and Outlook; and a moderate level of website navigation and online research skills.
- 6) Requires a minimum of a high school diploma or GED. Higher education levels, such as an associate's degree or vocational training in electrical maintenance is desirable.
- 7) Possession of an electrical license meeting the District's requirements shall be required within the first year of employment.
- 8) Requires the ability to comprehend and follow complicated written and verbal instructions. This is normally acquired through the completion of a high school education.
- 9) Requires interpersonal skills and abilities to communicate effectively both orally and in writing with the public, coworkers, contractors, and outside agencies, including under difficult circumstances.
- 10) Requires ability to respond as directed to a dynamic environment with shifting work priorities.

PHYSICAL ABILITIES REQUIRED

- 1) Standing, walking, sitting, bending and climbing repetitively throughout the day in areas including stairways, grating, catwalks, ladders and a variety of other interior and exterior surfaces and work areas.
- 2) Lifting, pulling and pushing objects daily, including buckets, hand tools, power tools, shovels, rakes and other equipment. Some objects may weigh up to 50 pounds. Lifting heavier objects with assistance, such as motors and pumps.
- 3) Work with equipment or perform duties that require extreme precautions to avoid injury.
- 4) Wear and use personal protective equipment, such as safety glasses, gloves, hearing protection, safety shoes, hard hats, arc flash gear, and other items as required by the task or job.
- 5) Ability to identify and distinguish colors.

WORKING CONDITIONS

Exposure to dirt, noise, wastewater, oils and the like. Work can be performed outdoors in all weather conditions and during day and night hours. Perform duties while working alone. Must be available for emergency operations as required. Such availability may also be requested at times when not on-call.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

2/16/93, 1/4/10, 8/25/15, 10/25/17, 05/21/25, 01/29/26