



City of Klamath Falls

Position Description

Position: System Control Specialist, Senior	Group: AFSCME
Department/Division: Public Works/Maintenance	FLSA: Non-Exempt/Represented
Evaluated by: Manager Maintenance/Street Lights	Salary Grade: 122

Summary

Performs a variety of advanced labor and technical work in connection with the installation, repair, maintenance, and overhaul of electrical control and electronic instrumentation systems/devices, programmable controller monitoring systems, and other associated equipment used in Water and Wastewater Divisions of the Public Works Department. Acts in a subject matter expert on the City’s electrical systems and maintenance. Pulls electrical permits and signs work completion documents and certifies work within the City.

Distinguishing Career Features

The System Control Specialist, Senior is a skilled maintenance specialist, requiring master-level electrical training, experience, competency, and physical abilities to install and maintain commercial electrical systems. The System Control Specialist, Senior is capable of performing and inspecting work for compliance to signal transmission, fire, electrical, and uniform building codes. The System Control Specialist, Senior is differentiated from those performing in other skilled trades for the City in that it requires a supervising electrical license and the ability to design and install and maintain commercial electrical systems. The System Control Specialist, Senior also possesses generalist skills in additional trades so that it can contribute or assist as needed with other assignments.

Essential Duties and Responsibilities

- Electrical**
- Installs, maintains, troubleshoots and repairs electrical distribution systems and fixtures, distribution lines, field lighting systems, conduit networks and related ducting, lighting and power circuits, generators, and transformers, including those categorized as industrial/commercial.
 - Evaluates and wires new construction, remodeled, and altered facilities, assuring compliance to national safety standards for fire and electrical as well as uniform building codes applicable for public buildings.
 - Performs a variety of diagnostic and analytical tests, including those involving programmable logic controls, infra-red, and ultrasonic.
 - Participates in installation and maintenance of sprinkler flow switches, electrical fire alarm panels and systems, and emergency and night lighting systems. Performs routine inspections to assess working order of alarms.

- Responds to failures, disasters, and emergencies involving the electrical system, apparatus, and equipment.
- Wires facilities for backup power sources, e.g., fixed and portable generators.
- Operates a variety of equipment and tools for electrical work, including meters, diagnostic devices, and electrical line apparatus.
- Participates in and may coordinate projects such as wiring communications lines between and within structures.
- Accesses and retrieves work orders using the automated work order system. May enter time and materials information associated with work performed on orders.
- Works with Information Technology on power supply issues and solutions related to starting up computers and telecommunications wiring.
- Documents specifications and prepares diagrams identifying location and types of equipment, infrastructure, and apparatus.

Related Skilled Maintenance

- Participates with or assists other maintenance specialists as needed, to assure safety, balance workload, and complete projects on a timely basis.
- Maintains required records and makes reports. Prepares reports on work completed and materials used. Ensures that secondary containers for cleaning and lubricating are properly labeled. Ensures Material Safety Data Sheets for assigned area(s) are up to date.
- Recommends standards and specifications for equipment, materials, and workmanship for work performed by staff and outside contractors.
- Stays up to date with changes and revisions to uniform building codes that impact new and aged facilities, structures, and infrastructures.
- Trains and guides the work of other System Control Specialists, maintenance staff to support electrical projects.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires in-depth working knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in electrical installation, troubleshooting, and maintenance. Requires a working knowledge of the uses and purposes of hand and power tools and equipment used in electrical work, construction, and general maintenance. Requires knowledge of the assembly and operation of labor-saving devices such as personnel and material handling equipment. Requires basic knowledge of the operating characteristics and maintenance procedures for fire prevention and alarm systems. Requires knowledge of safe work practices and the safety orders of the OSHA related to area of specialty. Requires knowledge of and skill at using a computer and common office productivity software to access work related information.

Requires sufficient math skills to make measurements and estimate costs. Requires sufficient math skills to make detailed measurements and estimate costs. Requires sufficient human relations skills to work as part of a team and convey technical information to and from co-workers and contractors.

- **Abilities**

Requires the ability to perform general commercial electrical work skillfully and in a timely manner and participate/assist in the work of other trades. Requires the ability to promptly respond to City-wide emergencies. Requires the ability to operate vehicles and labor-saving devices such as chain hoists and electric high-lift equipment, maintenance equipment, and hand and power tools used to perform construction, carpentry, electrical and mechanical services. Requires the ability to read and interpret drawings, sketches, blueprints, schematics, and building and fire codes. Requires the ability to maintain records and activity logs. Requires the ability to estimate materials and labor for assignments. Requires the ability to observe safe work practices and handle hazardous materials according to accepted procedures. Requires the ability to complete projects on a timely basis and support special events. Requires the ability to complete training within a reasonable time in handling, storage, and disposal of hazardous materials, asbestos awareness, OSHA standards, and blood borne pathogens. Requires the ability to maintain productive and cooperative working relationships with others.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 50 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires balance to work above ground. Requires the ability to climb (e.g. ladders and poles), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

- **Education and Experience**

The position requires a High School diploma or equivalent plus post-secondary education or industry training and 6 years of experience with two as a licensed commercial electrician and generalist experience in related trades such as carpentry, masonry, or mechanical. Additional post-secondary education may substitute for some experience.

- **Licenses and Certificates**

Requires a valid Oregon Driver's License. Requires a State of Oregon Signing Supervising Electrical License or an equivalent electrical license.

- **Working Conditions**

Work is performed primarily outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor, handling of medium-to-heavy weight materials, and exposure to electrical currents.