



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

ELECTRICIAN/ELECTRICAL INSPECTOR

Two Rivers Water & Light

The Electrician/Electrical Inspector performs skilled work in the installation, maintenance, inspections and repair of electrical systems and equipment. Work involves responsibility for the installation, maintenance and repair of electric services and metering equipment, and some electric distribution facilities in City buildings and recreational facilities. This position also encompasses electrical system inspections for new and modified services and structures.

This position works with considerable independence under the general supervision of the Electric Utility Director.

Candidates must be at least 18 years of age, have experience as a Master Electrician, certification as a State Licensed Commercial Electrical Inspector, and a valid Commercial Driver's License or the ability to obtain certification and licensing within 6 months of hire.

The successful candidate will be subject to satisfactory completion of the State Metering Technician Apprenticeship Program within 3 years of hire.

This position offers an attractive 40-hour per week work schedule working four 10-hour days from Memorial Day through Labor Day and a standard Monday-Friday 7:00am – 3:00pm shift during the remainder of the year.

Starting wage will be \$33.74 to \$35.79 hourly, dependent on qualifications.

The City of Two Rivers offers an excellent benefit package including participation in the Wisconsin Retirement System, comprehensive health, dental, vision, and life insurance. The City is an equal opportunity employer.

Interested candidates should submit a detailed letter of interest, resume, proof of licensing credentials, and completed employment application by 4:00 pm on Friday, January 28, 2022, via email to jjackson@two-rivers.org or by mail to:

City of Two Rivers
Attn: Human Resources
Post Office Box 87
Two Rivers, WI 54241-0087



Position Description

POSITION TITLE: Electrician/Electrical Inspector

REPORTS TO: Electric Utility Director

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: 12/2021

DEPARTMENT: Electric

DIVISION: Two Rivers Water & Light

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly, Pay Grade E-4

POSITION SUMMARY

This position performs skilled work in the installation, maintenance, inspections and repair of electrical systems and equipment. Work involves responsibility for the installation, maintenance and repair of electric services and metering equipment, and some electric distribution facilities in City buildings and recreational facilities. This position also encompasses electrical system inspections for new and modified services and structures.

Assignments arise in the form of oral instructions or written work orders. Work is reviewed through the observation of work in progress and/or completed and the review of reports. Participates in regular safety meetings and safety training.

SUPERVISION RECEIVED

Works under the general supervision of the Electric Utility Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Electrical Services** - Includes service upgrades, meter exchanges, disconnect/reconnect, request for home repair, tree trim and other customer requests. Spot new services. Maintain customer contact log.
- **Inspections NEC (National Electric Code)** - Inspect all permitted services, fire damage, demolition, pool & fence, transport routes, foreclosures, new construction, additions, alterations, etc. Maintain credentials for commercial electrical inspector



classification and Master electrician. Includes annual NEC code update and familiarity with understanding and interpreting NEC. Document communications with State authorities regarding gray area interpretations.

- **Inspecting Equipment & Substation** - Inspect (pre-trip) bucket truck including restock, fuel, and cleaning. Inspect substation on a weekly and monthly basis, submit reports to ATC. Maintain records.
- **Disconnect/Reconnect** - Post 24-hour notices for disconnects (and outages on occasion) and provide disconnect/reconnect for non-payment process. Provide occupancy verifications for disconnected services (weekly if necessary). Include site visits for illegal generator operation or electricity theft investigations.
- **Power Quality Troubleshoot/Repair** - Respond to half power/no power calls. Troubleshoot, repair, and coordinate problem resolution. Install and remove power quality analyzer, provide power report with comparison to billing meter of power usage.
- **Lighting** - Maintain City lighting systems including street lighting and private area lights. Provide monthly reporting to Electric Utility Director and Customer Service Supervisor. Respond/repair day burner and no light calls.
- **City Assistance** - Install/remove/maintain banners and seasonal decorations. Assist in trouble shooting park services and lighting controls. Respond to occasional City requests using electric knowledge or bucket truck.
- **TRW&L** - Maintain lighting and electric system on Two Rivers Water & Light (TRW&L) campus. Include annual fire extinguisher inspection, volt meter, and fire sprinkler testing/inspection. Snow shovelling and salting on front entrance and occasional assistance with mail run or errands, etc. Assist with annual inventory and meter reading, maintain pole contact records.
- **Record Keeping** - Maintains various records, wiring diagrams, work, time and material records, initiates requisitions for material and equipment, and prepares reports as required. (Substation, lighting, b-forms, truck pre-flight, and inspection emails.)

PERIPHERAL DUTIES

- Employee must have considerable knowledge of the practices, methods, tools, materials and equipment of the electrical trade. Knowledge of occupational hazards of the trade and of necessary safety precautions.
- Knowledge of and ability to enforce local, state and national electrical codes.
- Ability to read and interpret sketches, diagrams and blueprints and to prepare sketches and diagrams.
- Ability to perform a variety of tasks in the repair and maintenance of varied City facilities and to perform arduous work for long hours, often under adverse weather conditions.
- Ability to establish and maintain an effective working relationship with electrical contractors, co-workers and the general public.

- Skill in the use and care of tools and equipment of the electrical trade.
- Ability to work in elevated positions for extended periods of time (ladders, bucket trucks, etc.).
- Ability to report for occasional after-hour job assignments.
- Ability to obtain and maintain a Commercial Driver's License.
- Ability to maintain insurability by the City's liability insurance carrier.
- Ability to work independently.

DESIRED EDUCATION, TRAINING, AND EXPERIENCE

- Graduation from high school or GED equivalent required.
- Experience as a Master electrician in the installation and maintenance of electrical equipment, or equivalent electric utility experience.
- Certification as a Wisconsin State Licensed Commercial Electrical Inspector.
- Possess and maintain a valid Wisconsin Commercial Driver's License.
- Satisfactory completion of the State Metering Technician Apprenticeship Program within 3 years of hire date.
- Experience using various computer programs including Microsoft office specifically Microsoft Excel, electronic calendars, and e-mail.

TOOLS AND EQUIPMENT USED

Programmable telephone, personal computer, copy machine, automated handheld meter reading devices, and portable radio.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job 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 is frequently required to stand for prolonged periods. The employee is required to walk and climb stairs, climb step ladders or balance on structures, talk or hear, smell, stoop, kneel, crouch, crawl and enter confined spaces. The employee will also be capable of occasionally lifting up to 75 pounds.

Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception and the ability to adjust focus. Specific hearing abilities required include being able to hear alarms, normal interpersonal conversations, radio

and telephone conversations.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in all types of indoor and outdoor environmental conditions. The employee frequently works near moving mechanical parts and is exposed to wet and/or humid conditions as well as temperature extremes for prolonged periods. The employee occasionally works in precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock and vibration. The employee occasionally may be exposed to toxic or caustic chemicals.

The noise level in the work environment is often moderately loud and occasionally very loud.

OTHER CONDITIONS

As per City policy, a drug and alcohol test and physical exam will be required prior to employment and residency within 15 miles of the City limits must be maintained following successful completion of the probationary period.

Formal application, rating of education and experience, written test, oral evaluation, background investigation, medical evaluation, drug and alcohol testing, and other job-related tests may be required.

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. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/classification and do not necessarily convey the qualifications or incumbents within the position/classification.

The position 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.

**CITY OF TWO RIVERS
APPLICATION FOR EMPLOYMENT**

To Applicants: We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

APPLICANT INFORMATION

Last Name	First	Middle	Date of Application
Address			Telephone No. (Include Area Code)
City	State	Zip	Cell Phone No. (Include Area Code)
Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state name and relationship (include in-laws):			
Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: <i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

Please Provide your E-Mail Address: _____

INSTRUCTIONS:

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

APPLICANT NOTE:

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

EEO STATEMENT

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

EMPLOYMENT INFORMATION

Position Applied For: Full-Time Part-Time Seasonal (Circle One)	Date you can start	Salary/Hourly Rate desired
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before? If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you perform the requirements of this job with or without reasonable accommodations?		

EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

Special Training: _____

Driver's License Number: _____ State of Registration: _____ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances? Yes No. If yes, provide date, where arrested, and under what circumstances. _____

EMPLOYMENT WORK HISTORY

(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)

Name of Employer	Present		2.		3.	
Address						
Telephone						
Employment Dates	From	To	From	To	From	To
Salary	Start	Finish	Start	Finish	Start	Finish
Exact Title of Your Position						
Name/Title of Immediate Supervisor Immediate Supervisor						
Describe Your Duties						
Reason for Leaving						

REFERENCES
(Do Not Include Relatives)

Name & Occupation	Address/Phone	Years Known/Relationship

APPLICANT'S CERTIFICATION AND AUTHORIZATION

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name _____
(PLEASE PRINT)

Signed

Dated

EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

(Please print)

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

Complete Only The Sections Below That Have Been Checked:

X	Current Job
X	(Check One) Male Female
X	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
X	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
X	Birthdate

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open ___ Yes ___ No

Positions(s) Considered For: _____

Other: _____