

**HUMAN RESOURCES DIVISION**  
**PHONE: 815/724-4020**  
**FAX: 815/724-4039**



**150 WEST JEFFERSON STREET**  
**JOLIET, ILLINOIS 60432-4158**

**EMPLOYMENT OPPORTUNITIES**

**JOB POSTING #:** 13-18  
**POSTED:** 02/01/18, 8:00 a.m.  
**EXPIRATION:** 02/28/18, 4:30 p.m. or until filled  
**TITLE:** ELECTRICIAN I (Position Code #1400)  
**SALARY:** DOQ  
**DEPARTMENT:** PUBLIC WORKS  
**DIVISION:** ELECTRICAL

**GENERAL PURPOSE:**

The employee must perform difficult manual and skilled work; acts as a member of crews participating in the installation, repair, maintenance and operation of traffic signals, street and holiday lighting, related controllers; assists in investigating complaints; operates special equipment as needed and does related work as required. Work is performed under the direct supervision of the Electrician II position

**TASKS OR DUTIES:**

Performs and inspects the installation, maintenance, repair and operation of city and state street lighting, traffic signals and related facilities;  
Prepares and maintains appropriate records and files;  
Performs or assists in the work of crews performing installation and maintenance of lighting on streets, in parking lots and related facilities and of traffic signals, of fiber optic lines and of other related equipment;  
Performs or assists in the work of crews performing underground electrical faults in wiring systems, including trenching in replacement wiring and excavating and splicing existing wiring;  
Performs or assists in the work of crews repairing or replacing pole foundations and hand holes;  
Performs or assists in the work of crews fabricating, installing and repairing signage in streets, parking lots and other facilities;  
Locates and marks underground wiring and fiber lines for city lighting, traffic signal and communication systems;  
Performs night time patrols as required to determine the operational status of street lights;  
Completes work orders, as needed to accurately track and record the work accomplishments;  
Operates line trucks, bucket trucks and other equipment used in assigned activities and computerized equipment used for lighting and traffic signal control, sign fabrication and other divisional activities;  
Trains new employees on the use and operation of equipment as well as how to properly perform tasks related to the duties outlined above;  
Investigates citizen inquiries and complaints, takes or recommends appropriate corrective action;  
Coordinates work with private contractors and utility companies;

Orders maintenance and repair materials and supplies as needed;  
Prepares or assists with completing knockdown billing reports to be submitted to the Legal Department to seek reimbursement;  
Prepares or assists with completing quarterly state billing reports to be submitted to the Illinois Department of Transportation for traffic signal maintenance reimbursement;  
Ensures safety standards are met and safety procedures are followed by themselves and their coworkers;  
Performs related tasks as required.

### **POSITION REQUIREMENTS**

Must have an Associate's Degree in an Electrical / Electronic Automated Systems Technology program, or the completion of an Apprenticeship through the IBEW and have three (3) years' experience in general electrical maintenance and one (1) year experience with high voltage lighting systems.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of materials, methods and practices essential to the maintenance and repair of street light, traffic signal, and signage systems;  
Knowledge of the methods and practices of construction and equipment operation as applied to traffic signal and lighting installation, maintenance and repair;  
Knowledge of occupational hazards and safety precautions of the work and related equipment operation;  
Communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;  
Ability to supervise the work of skilled, semi-skilled and unskilled employees;  
Ability to use basic office software for computers;  
Ability to understand and follow oral and written instructions and sketches;  
Skill in the use and care of tools and equipment used in general maintenance, construction and repair work;  
Administrative skills in handling work orders and working knowledge of the requirements of the Manual on Uniform Traffic Control Devices (MUTCD);  
Ability to perform the physical demands of the position;  
Ability to independently perform all functions of the position;  
Ability to work outdoors under adverse conditions.

### **ADDITIONAL REQUIREMENTS**

Possession of a valid Illinois Class B Commercial Driver's License (CDL) with air brake endorsement;  
IMSA Roadway Lighting Level 1 Certification;  
IMSA Traffic Signal Technician Level 1 Certification.

A full job description is available in Human Resources upon request.

**EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**