

## **Venango Technology Center Job Description**

**Job Title:** Maintenance Technician, Electrical (Greg Wacht)  
**Department:** Maintenance  
**Reports To:** Maintenance Supervisor  
**FLSA Status:** Exempt  
**Prepared By:** Mario S. Fontanazza Jr.  
**Prepared Date:** 10/10/2020  
**Approved By:** Mario S. Fontanazza Jr.  
**Approved Date:** 10/10/2020

### **SUMMARY**

Installs and repairs electrical systems, apparatus, and electrical and electronic components of machinery, equipment and HVAC systems by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Installs power supply wiring and conduit for newly installed machines and equipment such as machine tools, surveillance equipment, building lighting, HVAC systems, and other similar equipment.

Connects power supply wires to machines and equipment, and connects cables and wires between machines and equipment.

Diagnoses malfunctioning apparatus such as transformers, motors, and lighting fixtures and replaces damaged or broken wires and cables.

Tests malfunctioning machinery and discusses malfunction with others.

Replaces faulty electrical components such as relays, switches, and motors, and sensing devices.

Diagnoses and repairs or replaces faulty electronic components, such as printed circuit boards.

Replaces electric motor bearings and arranges for the rewiring of electric motors.

Plans layout of wiring and installs wiring, conduit, and electrical apparatus in buildings.

Diagnoses and replaces faulty mechanical, hydraulic, and pneumatic components of machines and equipment.

Assists with the overall cleaning, receiving, plumbing, painting and other facility care as necessary.

Assists in removing snow and debris from the sidewalks and parking lot.

Mows lawn and trims shrubbery.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Associate's degree (A.S.) or equivalent from two-year College or technical school; or 3 years of related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

**PHYSICAL DEMANDS:** The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here 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 is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The noise level in the work environment is usually moderate.