



JOB DESCRIPTION QUESTIONNAIRE (JDQ)

SECTION 1 - DEMOGRAPHIC INFORMATION

Class Title	Electrical Mechanic 1	Department	Public Works	Division	Building/Inventory and Electrical
Classification per 2.76 RMC	☐ Executive (City Officer or Department Head) ☐ Managerial Service ☐ Deputy/Assistant Service ☐ Supervisory ☐ Professional ☐ Confidential ☒ General Employee			Work Location	☐ City Hall ☐ Fire ☐ Health ☐ Library ☒ PW ☐ Police
Full-Time / Part-Time	☒ Full-time ☐ Part-time, Hours per week ____	Supervisor Title	Electrical Maintenance Manager		
HR Only	Working Title	Electrician	Salary Grade -	I1	FLSA Code: ☐ Exempt ☒ Non-exempt

Position Summary – Summarize the purpose and primary responsibilities for this position. (Job Announcement Wording)

An Electrical Mechanic 1 performs work associated with the installation, maintenance, inspection, and repair of electrical wiring systems and equipment, street lighting, lighting services in parks, playgrounds, and parking lots, lighting for public services and in public buildings, and the installation and maintenance of the traffic control system throughout the City.

SECTION 2 - DESCRIPTION OF EXPECTED WORK HOURS/CORE FUNCTIONS, ESSENTIAL DUTIES & RESPONSIBILITIES

The core functions/essential duties/responsibilities of the job are the most critical aspects of the job. This section focuses on what is done rather than how it is done. The list includes the duties that are most important at the top, along with the estimated percentage of the total annual time each item requires. (FYI - 10% equates to roughly 200 hours of a work year.)

Frequency Codes: Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Expected Work Hours/Core Functions/Essential Duties and Responsibilities of the Position		Frequency	% of Annual Total Time
Expected Work Hours	☒ Normal Business Hours (M-F, 7 am- 3:00 pm); but may work alternative schedules as required. Regular attendance is a crucial aspect of this job, ensuring the continuity of service delivery. ☒ Emergency callouts, before and after standard scheduled hours of work, including weekends and holidays ☒ Watch Duty		
-Install, repair, and maintain all city-owned street lighting to include the following:		D	
-Repair and replace streetlight poles, bases, luminaires, and associated wiring damaged in motor vehicle accidents.		W	5
-Locate city-owned underground cables as part of the Diggers Hotline Network.		D	15
-Locate and repair faults, opens, shorts, and grounds in the underground high voltage street light system using test equipment such as Megger and High energy (30,000V) capacitance discharge unit (thumper). Once the fault is located, dig to expose the cable to repair.		D	10
-Maintain and repair high voltage (4800V) transformers and the associated substations, vaults, and buildings where they are located. This requires entrance into secured "Qualified Personnel Only" areas and confined spaces.		D	3
-Maintain, repair, and locate faults in city-owned low voltage street light systems (up to 480V) using test equipment such as a voltmeter, ohmmeter, and Megger.		W	2
-Maintain and repair low-voltage control cabinets, including items such as breaker replacement, contractor repair or replacement, and time clock maintenance.		W	2
During construction season:			
-Light pole and base removal.			
-Conduit assembly installation, either by directional boring or coordination with the contractors and laying the pipe into trenches. Use the derrick digger or hydro-excavator to set base forms, install conduit and base bolts, and pour concrete.		W	20
-Set form and install conduit, pour concrete for new control cabinets.			

-Assemble and install all components for the control cabinet. -Pull wire into conduit system, wire poles, assemble luminaires, erect poles, test and run system.		
-Annual maintenance includes lamp replacement in all city-owned streetlights on a 3-year schedule. -Maintain and repair ball field lights in city-owned parks.	D	10
-Maintain and replace beacon lights on top of city water towers.	Q	
-Install, maintain, repair, and replace all alley lights within the city. This requires frequently working on energized systems, as these alley lights are wired directly in the WE Energies power source.	W	2
-Direct and assist in the setting up of traffic cones and barricades in accordance with Wisconsin Transportation Information Center guidelines, frequently working in and alongside high-volume traffic areas.	D	1
Install, maintain, and repair all city-owned traffic control systems to include the following: -Maintenance, troubleshooting, and repair of control systems. -Repair and replace components damaged in motor vehicle accidents. -Troubleshoot and maintain associated systems, including loop, infrared, microwave detectors, and emergency vehicle override components.	W	20
Participate in on-call duty on a rotational basis: -Respond to calls from PD for exposed wiring from MVAs involving street light and/or traffic signal knockdowns. Safely de-energize the system, make necessary repairs, and re-energize the system. -Respond to traffic signal malfunctions and street light outages. -Be able to respond within one hour if you live outside the city, 30 minutes if you live within the city.	Q	
-Install, maintain, and repair all electrical wiring and devices/systems in all city-owned buildings and facilities, including, but not limited to, Police Department, Fire Department, Library, Health, Senior Center, City Hall, Senior Housing, etc.	D	10

SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES		
	Accountable	Responsive to the community's interests and needs; timely; dependable; consistent; answerable; effective in the use of resources; adheres to established policies and procedures as appropriate; able to justify decisions and actions.
	Driven	Goal-oriented, creative in problem solving; exhibits initiative: sets and pursues high standards; motivated to succeed.
	Dedicated	Demonstrates service to others; is customer-focused; displays cultural competency and professionalism.
	Integrity	Sincere, honest, trustworthy, and ethical; models values and embodies competencies.
	Technical	Has and grows knowledge and skill in the area of expertise; is competent and proficient in the use of available technology; develops cross-functional skills.
	United	Encourages and exemplifies teamwork, positive attitude, and emotional intelligence; is an effective communicator, tactful and diplomatic; mentors others; regularly gives and receives feedback.
	Progressive	Strategic, innovative, skilled in change management and agile; challenges the status quo; explores and drives continuous improvement opportunities.
		- Recommend changes in procedures and processes to improve efficiency; - Support initiatives such as strategic planning, LEAN, and innovation; - Maintain prompt, predictable, and regular physical attendance; - Provide truthful and accurate written and verbal communications; - Possess the knowledge, skill, and ability to meet physical demands and requirements, effectively function in the work environment, and efficiently utilize the tools listed in Section 7 at the proficiency levels listed. <u>If checked, the following apply to the position:</u> ☐ maintains the ability to competently and credibly testify in court; ☐ maintains the ability to operate designated motor vehicles when driving duties are performed lawfully; ☐ maintains the ability to travel throughout and enter all different properties in the jurisdiction.
Job Specific	List the desired knowledge, skills, and abilities needed to be successful in performing the position (e.g., knowledge of local government organization and administration; skill in listening, critical thinking, problem analysis, and problem-solving; ability to adapt and learn specialized software systems and databases quickly)	
	- Considerable knowledge of the principles, standard practices, materials, symbols, components, tools, and instruments of the electrical profession - Considerable knowledge of the laws, codes, and standards of electrical construction and installation - Thorough knowledge of the occupational hazards and safe work practices of the trade - Ability to install, operate, maintain, and repair wiring systems, equipment controls, and related apparatus - Ability to analyze and work from blueprints, sketches, specifications, and diagrams	

- Ability to estimate costs for small electrical projects
- Skill in the use of hand tools standard to the trade
- Familiarity with the setup of traffic cones and barricades in accordance with Wisconsin Transportation Information Center guidelines
- Ability to exercise sound judgment and make sound decisions
- Ability to multitask in a fast-paced environment

SECTION 4 - JUDGMENTS / DECISION-MAKING

Five of the most typical judgments/decisions made in performing the job, as well as the solutions to these problems, and the resource, input, or guidance others provide in arriving at the conclusion. Who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Equipment breakage	Use an alternative piece of equipment, wait for the repair, or find an alternative means to achieve the goal.	Equipment repair, other equipment available	N/A
Erect or remove a light pole that is close to a WE Energies power line	Remove luminaire and arm before removing pole, have WE Energies sleeve their power lines	Use of a bucket truck, WE Energies, ensures they are notified in a timely manner	N/A
Deciding which lane to close at an intersection where work is to be done which will allow all necessary equipment in the area while allowing traffic to proceed	Work on a different circuit until the area is cleared, and then have them stop working while we energize the circuit.	Work zone safety booklet, Google Maps to plan out the work zone	N/A
Someone is working (digging) in the section where we need to energize a lighting circuit.	Work on a different circuit until the area is cleared, and then have them stop working while we energize the circuit.	Discuss with the department/personnel working in the area	N/A
Tree root is preventing us from locating an underground cable for repair	Use a bore machine to install a new cable under the tree, and use a backhoe to remove the tree roots	Bore machine, backhoe	Electrical Superintendent/Lead Person

SECTION 5 - WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS: Typical work relationships with persons inside or outside of the City of West Allis.

Title of individuals with whom this position typically interacts	Interaction Description.	Why is it necessary?
Division Supervisor or Lead Person	Discuss work being done (where and what type) to energize the HV street light circuit for maintenance safely	Safety of other personnel
Equipment Mechanics	Discuss equipment repairs	Prevention, time frame, and needed information
Street Lead Person	Ask for the ability to use a piece of their equipment	Information
Inventory personnel	Describe parts or items needed for job completion	Get supplies
Forestry Lead Person	Ask for trees to be trimmed around street lights	Prevent damage to lights

SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED¹

Education	☒ High School/GED ☐ One-Year Certificate ☐ Associate's Degree ☐ Bachelor's Degree ☐ Master's Degree ☒ Additional Requirements: Possession of a valid Journeyman Certification or Industrial Journeyman Electrician Certificate by the Wisconsin Department of Safety and Professional Services with up to 3 years of experience.
Experience	☐ No Experience ☐ < 2 yr. ☒ 2 to 3 yrs. ☐ 4 to 5 yrs. ☐ 6 to 7 yrs. ☐ 8 to 9 yrs. ☐ 10 to 11 yrs. ☐ ≥ 12 yrs. Describe Specifics regarding required experience: completion of an approved electrical apprenticeship and up to 3 years of recent paid work experience

¹ Equivalencies are used where deemed appropriate regarding education and experience requirements. Combinations of education and experience which are likely to lead to success with essential duties and responsibilities are considered. Generally 2 years of relevant experience may be substituted for each year of education. This does not apply to required professional degrees, licensures, or certifications (e.g., juris doctorate, public health nurse, etc.). If Equivalency was indicated for Educational requirements, it should be taken into consideration when determining work experience requirements.

Required Certification/Licensure/Training ²	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
CDL (Class B, C with Air Brakes) and Tanker (N) Endorsement	DMV	No	Within 12 months
Journey Level or Master Electrician Certification or Industrial Journeyman Electrician	State of Wisconsin	Yes	
National Incident Management Systems (NIMS) ICS-100 and 700 training	Provided by City		yes (within 6 months)
Lean/Six Sigma Training, Preferred	Provided by City		yes
The City of West Allis will cover the costs of certifications directly related to job duties.			

SECTION 7 - SUPERVISION / MANAGEMENT

A. Supervision Received by this position upon successful completion of a training period:

- ☐ **Close Supervision:** Assigned duties according to specified procedures and received detailed instructions. Work is checked frequently.
- ☐ **Supervision:** Performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.
- ☒ **General Supervision:** Normally receives little instruction on day-to-day work and receives general instructions on new assignments.
- ☐ **Direction:** Establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.
- ☐ **General Direction:** Exercises wide latitude in determining objectives and approaches to critical assignments.

B. Type of Responsibility/Area of Action performed by this position:	Yes	No	Provides Input
Screen / Interview Applicants		X	
Hire / Promote Employees		X	
Provide Written / Verbal Warnings		X	
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules for Others		X	
Project Management		X	
Provide Work Direction for Others		X	
Evaluate Performance of Others		X	
Counsel Employees		X	
Train Employees (as part of the regular duties of the job)		X	
Approve Overtime		X	
Approve Time Off Request for Others		X	
Develop / Implement Policies		X	
Direct supervision³ of any employees.		X	
Number of FTEs and job titles of those employees listed below:			
Job Title	# of FTEs		

SECTION 8 - PHYSICAL DEMANDS⁴ AND REQUIREMENTS /WORK ENVIRONMENT/TOOLS

² including but not limited to: valid WI Driver's License, valid WI Commercial Driver's License [CDL], confined space training, blood borne pathogen training, etc.

³ Section 111.70 (1)(o) Wis. Stats. defines a **supervisor** as: "...any individual who has authority, in the interest of the municipal employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or to adjust their grievances or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment."

⁴ <https://www.bls.gov/ncs/ors/physical.htm>

N=Never (0 minutes per day) **S**=Seldom (1 to 5% of time, 1-25 Minutes a Day) **O**=Occasional (5 to 33% of time, 26 minutes to 2.5 hours per day)
F=Frequent (34 to 66% of time, 2.6 – 5.25 hours per day) **C**=Constant (67 to 100% of time, 5.26 and above hours per day)

Possess the physical capacity to perform the duties of the position, including, but not limited to –	Never	Seldom	Occasional	Frequent	Constant
Carry/Lift/Lower/Push/Pull Objects or Materials of 10 - 50 Pounds				X	
Carry/Lift/Push/Pull Objects or Materials of > 50 Pounds; Handle Odd Objects.			X		
Alternate Sit/Stand or Walk at Will - The ability to alternate between sitting and standing is present when a worker has the flexibility to choose between sitting or standing as needed, when this need cannot be accommodated by scheduled breaks and/or lunch period.				X	
Climbing Ramps/Stairs - Ascending or descending ramps and/or stairs using feet and legs. Hands and arms may be used for balance (e.g., to hold a railing).				X	
Climbing Ladders/Ropes/Scaffolding - Ascending or descending ladders, scaffolding, ropes, poles, and the like using feet/legs and/or hands/arms.				X	
Communicating Verbally - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.			X		
Crawling - Moving about on hands and knees or hands and feet.				X	
Crouching - Bending the body downward and forward by bending legs and spine.				X	
Far Visual Acuity - Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but also the ability to recognize their features.				X	
Fine Manipulation - Picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm, as in gross manipulation.				X	
Foot/Leg Controls - Use of one or both feet or legs to move controls on machinery or equipment. Controls include, but are not limited to, pedals, buttons, levers, and cranks.			X		
Gross Manipulation - seizing, holding, grasping, turning, or otherwise working with hand(s). Note: Fingers are involved only to the extent that they are an extension of the hand.				X	
Hearing Requirements					
The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes/alarms). A yes or no answer is captured for each of the five hearing requirements listed:					
One-on-one (in person)	Yes				
Group or conference (in person)	Yes				
Telephone	Yes				
Other sounds	Yes				
Passing the hearing test is required	Yes				
Keyboarding - Entering text or data into a computer or other machine by means of a keyboard. Devices include traditional keyboards, tablets, 10-key pads, touch screens, smartphones, etc.			X		
Kneeling - Bending legs at the knees to come to rest on the knee(s)			X		
Lifting/Carrying - Lifting is to raise or lower an object from one level to another (includes upward pulling). Carrying is to transport an object – usually by holding it in the hands or arms, but may also occur on the shoulder.				X	
Near Visual Acuity - Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers				X	
Peripheral Vision - Observing an area that can be seen up and down or to the right or left while eyes are fixed on a given point.				X	
Pushing/Pulling - Pushing/pulling may involve the use of hands/arms, feet/legs, and/or feet, and can be done with one side of the body or both sides. Pushing - Exerting force upon an object so that the object moves away from the force; Pulling - Exerting force upon an object so that the object moves toward the force.				X	
Reaching At/Below Shoulder Level - Extending hand and arms from 0 up to 150 degrees in a vertical arc. Reaching requires the straightening and extension of the arm and elbow, as well as the engagement of the shoulder. The elbow does not need to be locked at any time, and the arm does not need to remain in a continuously straight position.			X		
Reaching Overhead - Extending hands and arms in a 150 to 180-degree vertical arc. Reaching requires the straightening and extension of the arm and elbow, as well as the engagement of the shoulder. The elbow does not need to be locked at any time, and the arm does not need to remain in a continuously straight position.			X		
Sitting - Remaining in a seated position.		X			
Standing/Walking - Standing is to remain on one's feet in an upright position at a workstation without moving about. Walking is the act of moving about on foot.			X		
Stooping - Bending the body downward and forward by bending the spine at the waist - requires full use of the lower extremities and back muscles.			X		
Possess the capacity to effectively and efficiently work with/in the following conditions -	Never	Seldom	Occasional	Frequent	Constant
Indoor/Office Work Environment		X			

Outdoor Work Environment Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)						X
Insects				X		
Rodents			X			
Exposure to Various Lighting Conditions (High, Low, LED, etc.)					X	
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)					X	
Outdoor Weather Conditions (Dry/Wet/Slippery)					X	
Hazardous Fumes or Odors / Toxic Chemicals				X		
Confined Spaces (as identified by OSHA)				X		
Close Proximity to Moving Machinery / Equipment				X		
Bodily Fluids / Communicable Diseases			X			
Working Alongside Moving Traffic on Roads					X	
Electrical Hazards					X	
Vibrations				X		
Dust				X		
Interact with individuals of diverse social, cultural, economic, personal hygiene, mental capacity, and educational backgrounds.				X		
Other:						
Tools Used	Level of Proficiency⁵ if applicable	Never	Seldom	Occasional	Frequent	Constant
Office Equipment: Desktop Computer, Copier, Phone, Fax, Scanner, etc.	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert			X		
Field Technology: Ipad/Laptop/Smartphone	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert				X	
Microsoft Outlook	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert			X		
Microsoft Word	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert		X			
Microsoft Excel	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert		X			
Microsoft Access	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert		X			
Microsoft PowerPoint	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert		X			
Adobe Acrobat Professional	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert		X			
Legistar/Granicus	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert		X			
BP Logix	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert		X			
Novatime	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert				X	
HTE/Sungard	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert		X			
Assetworks	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert				X	
General Code	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert		X			
GIS	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert				X	
GPS software and reporting	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert			X		
Civic Ready	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert		X			
Docuware (Document Management System)	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert		X			
Neogov (Insight, Perform)	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert			X		
CivicPlus (Internet, Intranet CMS)	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert			X		
Internet	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert			X		
Personal Vehicle	Maintain Wisconsin Driver's License.	☒ Yes ☐ No				
City Vehicle	Maintain Wisconsin Driver's License.	☒ Yes ☐ No				
	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert					
	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert					

⁵ Basic – Fundamental knowledge of common usage; Intermediate – able to perform independently with occasional guidance a majority of tasks related to position, utilizes tools in the most efficient and effective manner on a regular basis; Advanced – able to perform independently all tasks related to position, constantly utilizes tools in the most efficient and effective manner, able to implement and make suggestions on how the tools could improve processes and productivity; Expert – Recognized Authority, Go to person, able to teach others

Section 9 - Additional Comments

The City of West Allis is an Equal Opportunity/Affirmative Action Employer. It does not discriminate against individuals based on race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon reasonable notice, the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program, or activity provided by the City. It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. These services will focus on providing meaningful access to our programs, services, and benefits.

This JDQ has been prepared to assist in defining job responsibilities, physical demands, and skills needed. This is not intended to be a comprehensive list of job duties, responsibilities, and essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. I understand that the City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.

EMPLOYEE: _____ DATE: _____

SUPERVISOR: _____ DATE: _____

DEPT. HEAD: _____ DATE: _____

HR REP: _____ DATE: _____