

## ASSISTANT ELECTRONICS SPECIALIST & MAINTENANCE TECHNICIAN

Function: Handles Electronic Technologies in all utility operations

### DESCRIPTION OF WORK:

This person will use skilled training and knowledge to perform work duties distributed to the department. This person will be required to provide technical assistance to all of the departments within the Operation of the Nebraska City Utilities; works under the direct supervision of the Lead Electronics Specialist of the electronics department. This person will be expected to lead and demonstrate leadership qualities to perform safe and quality work practices; willing to work independently; having the ability to recognize the dangers involved, and willing to request additional personnel to safely complete the job task according to practice and procedures of The Nebraska City Utilities.

### EXAMPLES OF WORK:

#### Essential Functions:

This person must be willing to demonstrate ability to diagnose and troubleshoot electronic devices and its components; install equipment, and maintain adequate inventory of components to facilitate repairs; maintain a systematic testing and change out program with accuracy for electronic devices; while updating reference files for equipment and their repairs. To research and recognize future applications; willing to address managerial and public concerns in reference to inquiries; willing to meet the challenge of integrating the present technology at Nebraska City Utilities into the future.

#### Non-essential functions

Performs related work as required and other duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

In depth knowledge of the theory of electricity is required; Computer skills will be essential; knowledge of applicable testing equipment and tools; paperwork procedures and safety practices including CPR certification, AED training, ability to troubleshoot, familiarity of equipment faults; ability to apply system procedures. This position will require the individual to be able to perform all work duties while demonstrating the ability to communicate effectively with management, co-workers, trainees, and the public.

## TRAINING AND EXPERIENCE:

This position requires any combination of training and experience that provides the needed knowledge, skills, and abilities to perform the required work.

## WORKING CONDITIONS:

Job duties may be inside or outside and may be subject to inclement weather. Although this position is not designed to routinely connect power circuits, some tasks may present the risk of electrical shock. Normal work week is 40 hours per week; however, on call work as deemed necessary and emergency response will be required as needed. Employee will be required to dress and conduct his/her manners to reflect positive on the City of Nebraska City and the Nebraska City Utilities.

## REQUIRED TESTING:

Applicant will be required to perform and pass a pre-determined physical capacity test to insure said applicant has the physical stamina to perform the job duties reflecting the job description. The Strength Test will be approved by the Nebraska City Utilities and administered by an approved contracted firm of the Nebraska City Utilities.

Applicant must submit to drug testing prior to employment, and all testing, thereafter, as required according to the Nebraska City Utilities' Substance Abuse/Drug Free Workplace. All testing will be approved by the Nebraska City Utilities and administered by an approved contracted firm of the Nebraska City Utilities.

Applicant must possess (or obtain) and maintain a valid driver's license.

Applicant shall have (or obtain) CPR certification and AED training.

Applicant will be required to comply with residency requirements.