

Massillon Civil Service Commission

NOTICE OF EMPLOYMENT

The Massillon Civil Service Commission is now hiring for the position of **Electrician Technician I** for the Massillon Wastewater Treatment Plant.

SALARY: \$22.27 hourly Full-Time CLASSIFIED

BENEFITS: The City of Massillon offers a benefit package that includes:
Comprehensive Health Care Insurance
Retirement Plan
Paid Vacation
Sick Leave Benefit
Paid Holidays
Shift Differential

To be eligible, you must complete a formal application for the City of Massillon, found on the City's website, www.massillonohio.gov/jobs. Applications will be accepted through September 29, 2023. You **MUST** submit a resume and cover letter with your application. Failure to submit a resume and cover letter will disqualify you.

The resume and cover letter will be examined to create a certified eligibility list.

Description

Electrician Technician, under the direction of the Manager, Operations Superintendent, and/or Plant Maintenance Supervisor, maintains, repairs and installs electrical equipment. Electrician I performs specialized electrical work associated with installation, programming, and repair of equipment/machinery at Wastewater Treatment Plant, collection areas, off-site operations and related facilities. Installs, calibrates and/or repairs a variety of instrumental and electronic equipment. Electrician Technician responds to emergency call-in repairs, develops and conducts a preventive maintenance program and conducts inspections of new or existing electrical equipment.

Job Duties

- Maintains, installs and repairs motor controls, meters, generator and switch gear equipment, transformers and distribution systems; responds to emergency call-in repairs; operates test equipment to ensure proper operation and /or diagnose malfunctions in pump controls, motors, power systems, etc.

- Responds to emergency call-in repairs.
- Operates test equipment to ensure proper operation and/or diagnose malfunctions in pump controls, motors, power systems, etc.
- Makes sketches on proposed new equipment installation, installs new conduit and wiring systems.
- Conducts inspections of new and/or existing electrical constructions, identifies potential electrical hazards and takes appropriate corrective action.
- Estimates materials and tools required to complete maintenance and repair assignments.
- Maintains work and material use record.
- Maintains supplies as necessary.

Experience / Education Required

Candidates for hire must successfully complete a pre-employment fit for duty physical, background check and drug test prior to appointment.

- High School Diploma or GED
- Must possess a valid State of Ohio Driver's License
- Minimum of two (2) years of experience in the installation, maintenance and repair of electrical equipment, wiring and controls.
- May be required to obtain a City of Massillon Journeyman's license within three (3) years of employment.
- Must be able to use a multi-meter and be able to read electrical drawings
- Computer skills, including Microsoft Word and Excel, and usage of the internet, ability to type reports and spreadsheets.
- Perform other related duties as required.

BONUS INFORMATION:

BONUS CREDIT – DOCUMENTATION & STANDARDS

Military: An additional credit of twenty percent (20%) for those that have completed **One hundred eighty days (180) of active duty** serving service to executive order of the President of the USA or an act of Congress.

An additional credit of fifteen percent (15%) for those that have completed **Initial entry-level training, or a retired member of a reserve** component of the Armed Forces of the United States, including the Ohio National Guard.

- *Applicants must submit a certificate of service or Honorable Discharge (DD-214-Long Version) as proof of honorable military service and discharge to receive credit.*

Additional Examinations: Candidates receiving a conditional offer of employment will be required to pass a pre-employment medical examination, drug screen and background check.

REASONABLE ACCOMMODATION

Applicants with a disability requiring accommodation at any phase during the testing process must advise the Civil Service Commission in writing at the time of application to permit accommodations. Failure to notify the Commission of any disability requiring accommodation after the application deadline may result in the Commission's inability to accommodate any disability.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Massillon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, gender, national origin, age, political affiliation, or any other non-merit factor.