



**POSITION DESCRIPTION**

<b>JOB TITLE:</b>	<b>O&amp;M Electrician</b>	<b>JOB CODE:</b>	
		<b>PAY GRADE:</b>	PR
<b>DEPARTMENT:</b>	O&M Electrical Department	<b>PAY STATUS:</b>	Full Time / Hourly
<b>REPORTS TO:</b>	O&M Electrical Supervisor	<b>REGULAR/SEASONAL:</b>	Regular
<b>APPROVED BY:</b>	<i>Bentley &amp; John</i> Human Resources Manager	<b>DATE APPROVED:</b>	4/10/2020

**I. POSITION FUNCTION SUMMARY:**

The O&M Electrician provides skilled electrical support to the facilities throughout NAPI and NIIP, and ensures that work is done in accordance with relevant codes. This position is responsible for installing, maintaining, and repairing electrical wiring, equipment and fixtures within an industrial setting.

**II. ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:**

The following statements are essential functions of this position and not intended to be all-inclusive; rather, they are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the incumbent, and an employee may be directed to perform other reasonably related job duties and responsibilities. NAPI reserves the right to revise or change the job duties and responsibilities as the need arises, based on business need, and this position description may be updated accordingly. This position description does not constitute a written or implied contract of employment.

General Duties & Responsibilities

1. Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes
2. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustments or repair, and to ensure compliance with codes.
3. Installing, testing, repairing, and maintaining electrical equipment in project substations and pumping plants.
4. Isolates the Equipment Lock/Tag out.
5. Test electrical systems or continuity of circuits in electrical wiring, equipment, or fixtures, using testing devices, such as ohmmeters, voltmeters, or oscilloscopes, to ensure compatibility and safety of system
6. Diagnose malfunctioning systems, apparatus, and components using test equipment and hand tools to locate the cause of the breakdown and correct the problem.
7. Properly and safely prepare work area, which includes layouts, schematics, materials, tools, and equipment.
8. Disassembles, repairs, installs, re-assembles, test, and repair circuit fixtures, equipment, and motors.
9. Conducts system operations test and troubleshoot any system failures
10. Replaces all faulty electrical components of machines, such as relays, switches, motors, and position sensing devices, transformers, and magnetic starters with overload relays.
11. Interprets and follows electrical schematics, drawings, diagrams, and codes when working on a project.
12. Proficiently uses tools and equipment of the trade.
13. Maintains maintenance records and reports.
14. Operates power and pumping units in accordance with SOP's during emergencies or during lost communication with the control center.

15. Responsible for taking power and pumping units out of service, as directed.
16. Performs inspection of electrical system, equipment and devices during day-to-day operations.
17. Troubleshoot and repair electrical equipment and circuits in the pumping plant, the electrical power distribution systems, and other assigned projects.
18. Communicates effectively with O&M Manager and Supervisors to assure goals and objectives are being met and to coordinate repair or installation work within or between departments.
19. Prepare sketches or follow blueprints to determine the location of wiring or equipment and to ensure conformance to building and safety codes
20. Work from elevated locations (i.e – aerial lift bucket trucks, elevated tanks, radio towers, etc), ladders, scaffolds, or roofs to install, maintain, or repair electrical wiring, equipment, or fixtures.
21. Advise management on whether continued operation of equipment could be hazardous
22. Perform business management duties, such as maintaining records or files, preparing reports, or ordering supplies or equipment.
23. Provide cost estimates for materials or services.
24. Conduct housekeeping within the facility during down times or when necessary.
25. Maintain and repair electrical equipment with voltages between 24 volt DC to 480 volts systems.
26. Responsible for taking power and pumping units out of service as directed, all electrical equipment that exceed 600 volts or greater will be done with close supervision from the pumping plant electrician or electrical supervisor.
27. Operates high voltage switches and related devices in implementing a safe clearance in accordance with Western Area Power Administration (WAPA) procedures. Work will be done with required switch man's training conducted by Western Area Power Administrators, and close supervision from the pumping plant electrician or electrical supervisor.
28. Develops and prepares appropriate job hazard analysis prior to projects and coordinates activities to adhere to safety policies and procedures, which include confined space and NFPA 70E practices.
29. Performs scheduled preventive maintenance, such as checking, cleaning, & repairing equipment, to detect & prevent problems.
30. Maintain equipment logs that record performance problems & repairs. Examines equipment, systems, or facilities, and analyzes information to determine needed installations, services, or repairs.
31. Repairs equipment's, machines, and defective components, replacing worn parts such as gaskets, seals in watertight electrical equipment, etc.
32. Must be able to work 10 – 12 work shifts when necessary, and be able to be on after hour/weekend callout during the irrigation season when an equipment or power failure occurs.

#### Other

33. Works collaboratively, cooperatively, and in coordination with fellow team members and with others in the organization, treats them with respect, courtesy and consideration, and shows understanding and the appropriate support of other team members to help get the job done.
34. Provides information, guidance and resources to diverse groups of customers, clients and others outside of the organization; treats them in a friendly manner with professionalism, helpfulness, respect, courtesy and consideration at all times regardless of circumstances.
35. Maintains regular, dependable attendance and punctuality, and physical presence at the assigned worksite; must interact directly with people or objects at the worksite on a regular basis.  
Communications technology may, for certain tasks and under certain circumstances, enable an employee to effectively perform some of the work-related duties from home on a temporary basis.
36. Complies with all applicable environmental health and safety policies, procedures and work rules, giving maximum effort to performing job functions in a manner that protects the health and safety of the incumbent, co-workers, and the general public.
37. Performs other duties as assigned and which are deemed necessary or desirable by NAPI.

### **III. POSITION AUTHORITIES AND ACCOUNTABILITIES:**

#### General:

Position has a high level of line responsibility and high-level authority to make independent decisions over an assigned department or function. A person in this position has a high level of responsibility for a key operation or function.

#### Results of Action:

Decisions will have a high degree of impact on operations or services. Errors may result in significant disruption of operations or services or damage to operational activities. Errors in accuracy, judgment, tact or communication could result in a loss of productivity, and a significant loss of credibility and potential income for the organization. Failure to establish and monitor work schedules for the Department will result in an inability to meet deadlines and will delay the completion of records and other projects.

#### Budgetary & Financial Resources Accountability:

Position has minimal level of accountability for budgetary or financial decisions, and decisions will have a moderate degree impact on resource utilization within NAPI; responsible for a moderate level of impact on an operating budget for the Department;

#### Equipment/Material Management & Accountability:

Position has a high level of responsibility for equipment, material, or supplies; proper utilization is required plus accountability for first-echelon maintenance may be required; minimal authority and accountability for purchase within strict policy guidelines may be present.

#### Confidential and Sensitive Information:

- Incumbent has a moderate level of access to sensitive and proprietary company data, including but not limited to services, legal and financial data, and an essential job result is the maintenance of a high level of confidentiality of the information processed by the employee.
- Incumbent has no access to personal and professional data regarding individual employees and their families, and to personal data regarding customers/clients/members and their families, and must comply with the Fair and Accurate Credit Transactions Act (FACTA) to keep that data secure and private.
- Incumbent has no access to health data of employees and their families, and to health data of customers/clients/members and their families, and must comply with the Health Insurance Portability and Accountability Act (HIPAA), to keep that data secure and private.

#### Independence of Action; Supervision Received:

The O&M Electrician works under direct supervision from the O&M Electrical Supervisor. The O&M Electrician performs minimal level, complex management work, and performs a moderate level of analysis and problem-solving with a high degree of independence and discretion.

#### Supervision Exercised:

The O&M Electrician has no supervisory authority or responsibility; although the O&M Electrician may retain functional authority over specific projects or areas of responsibility as specified in this Job Description or otherwise delegated by the direct Supervisor.

### **IV. POSITION QUALIFICATIONS AND REQUIREMENTS:**

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 for the position, but is not a comprehensive list. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and Experience:

#### *Required:*

- High School Diploma, GED, or High School Equivalence
- Three (3) years progressive experience in electrical construction and maintenance, in an industrial environment.

#### *Preferred:*

- Electrical Theory Certification from an accredited one year college/university/ vocational training institution in Electrical Theory, Industrial Energy Systems, or a related discipline.
- Must be able to obtain an EE98J - NM Electrical Journeyman's license with the standard time frame allowable per industry standards.
- CDL Class "A/B"

#### *Substitution:*

- Additional education or training may be substituted for experience requirement.

### Navajo Preference:

Navajo preference will be applied in accordance with the Navajo Preference in Employment Act (NPEA), it is Navajo Agricultural Products Industry's ("NAPI") goal and intention to strictly adhere to the NPEA in all employment practices and hire qualified Navajo Personnel for all positions. Tribal sovereignty support and Navajo preference initiatives are mandatory.

### Language Requirements:

#### *Required:*

Ability to read and write English in order to understand and interpret written procedures and technical manuals. This includes the ability to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from vendors, contractors, supervisors and co-workers.

#### *Preferred:*

Bi-lingual (English/Navajo)

### Shared Responsibilities:

As a requirement of their employment, all NAPI employees are expected and required to follow and adhere to the following job responsibilities:

- Support the mission, vision, values, and goals of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy, and deliver excellent customer service both to internal and external customers.
- Adhere to all company policies and procedures.
- Follow all safety policies, guidelines, and work rules, and participate in trainings.
- Practice good stewardship of NAPI property and follow policy.
- Act in a professional manner at all times.
- Function from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follow the current NAPI Strategic Plan initiatives.
- Maintain and support a team environment within the workgroup, and with other departments.
- Champion NAPI in the community.

### Core Competencies:

Performs the essential functions and elements of this position competently, demonstrating adequate progress throughout the course of the introductory period of employment and continuing throughout employment with NAPI. A variety of personal competencies need to be demonstrated by everyone at NAPI, and include but are not limited to:

- Quality/Compliance: Achieving a standard of excellence with our work processes and outcomes, honoring NAPI policies and all regulatory requirements.
- Customer focus: Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer or client, rather than on self, department, or organization.
- Communication: Balancing listening and talking, speaking and writing clearly and accurately, influencing others, keeping others informed.
- Collegiality: Being helpful, respectful, approachable, and team oriented, building strong working relationships and a positive work environment.
- Initiative: Taking ownership of our work, doing what is needed without being asked, following through
- Efficiency and Continuous Improvement: Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things
- Coachability: Being receptive to feedback, willing to learn, embracing continuous improvement
- Safety: Comply with and actively support all workplace safety policies and practices.
- Team Player: able to work collaboratively with others in the organization, and to work well with diverse groups of people and gain and maintain respect of others, both inside and outside of NAPI.

#### Knowledge, Skills and Abilities:

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 to perform the essential functions of the position, but are not a comprehensive list:

- Knowledge in basic education and training to include principles and methods for electrical maintenance, installation, and troubleshooting.
- Knowledge in use of various approved (UL listed) hand tools and precision electrical testing instruments.
- Knowledge in conducting routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Knowledge in repairing, calibrating, regulating, and testing machines, devices, and equipment that operate primarily on electrical systems.
- Knowledge of National Electrical Codes, local building codes, and fire codes.
- Knowledge of safety lock out and tag out procedures.
- Knowledge of machines and tools, including their design, uses, repair, and maintenance.
- Skill in identifying the need to repair machines or systems using the necessary tools.
- Skill in planning, organizing, directing, and coordinating work orders for repair, maintenance, or installation of electrical systems.
- Skill in leadership, management, and supervision of work projects/orders.
- Skill to read, analyze, and interpret highly complex documents, which include project plans, schematics, and blueprints.
- Skill in active listening as this position communicates with all levels of company employees, customers, and local agencies.
- Skill in analyzing information and use logic to address work-related issues and problems.
- Skill in self-management; to manage one's own time and the time of others.
- Ability to maintain current electrician's license or identification card to meet governmental regulations.
- Ability to read and interpret blueprints and schematics.
- Ability to develop, analyze, and interpret production schedules.
- Ability to speak in public.
- Ability to use a computer and computer programs is required.
- Ability to use search engines, data queries, and assimilate printed information.
- Ability to communicate effectively orally and in writing in English. Navajo language is helpful.
- Able to be careful about detail and thorough in completing tasks.
- Ability to be persistent in the face of obstacles and being able to accept criticism and dealing calmly and effectively with high stress situations.
- Ability to be pleasant with others on the job and displaying a good-natured, cooperative attitude.

- Ability to be open to change (positive or negative) and to considerable variety in the workplace.
- Ability to be available 24 hours a day 7 days a week to meet deadlines.
- Ability to identify key maintenance or safety issues and make recommendations to management.
- Ability to examine and re-engineer operations and procedures,
- Ability to lead project teams, to include organizing, prioritizing, and scheduling work assignments.
- Ability to thrive in a fast-paced and pressured environment and must be able to shift to other functions and priorities as needed.

Certification, Licenses and Registrations:

- Must have and maintain a current New Mexico, or Arizona driver's license, must have and maintain an NAPI-insurable driving record, and must provide proof of current liability insurance meeting or exceeding State-required minimum coverages.
- First Aid, CPR, Defensive Driving Course.

Training Requirements:

- Must successfully complete all NAPI-required safety and other training
- Must successfully pass and maintain training certification in all state, NAPI, individual-specific, and/or other training requirements of the position and job assignment.
- Additional specific training requirements for this position may be required by NAPI.

Tools and Equipment Used:

- Forklift, Man-lift, Cherry Picker, Scissor Lift, and other specialized equipment depending on the job assignment.
- Must be able to operate a company or GSA vehicle and a two-way radio.

Other:

- In accordance with the conditional offer of employment, individual must pass drug screen, and all NAPI, and other required background investigations.
- Additional drug screening and background investigations may be required depending on the job assignment, or job transfer.
- Must read and acknowledge NAPI's Non-disclosure agreement.

**V. PHYSICAL & MENTAL DEMANDS and WORKING CONDITIONS**

The physical and mental demands, and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical and mental demands, and working conditions 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 of this position.

NAPI maintains a comprehensive, detailed assessment of the physical and mental demands, and working conditions for this position, which are also included in the incumbent's employment file.

Physical Effort and Demand:

- Moderate to significant physical demand is required to perform the work; an employee in this position frequently walks, stands, climbs, and twists to perform the assigned work.

Visual Acuity, Hearing, Speaking, Manual Dexterity:

- Must have visual acuity and manual dexterity to perform timely and accurate data entry;
- Must be able to make individual, small group, and large group presentations as required by position

Mental Demand:

- Effective performance requires continual thinking and attention to work/detail demanded by the Knowledge, Skills and Abilities and essential functions of the job.
- Must be able to work non-standard work hours as required to fulfill job responsibilities. Must be able to work 10- to 12-hour work shifts when necessary, and be available after hours and weekend for callouts during the irrigation season when equipment or power failure occurs.

Environment/Working Conditions:

- Little to moderate hazardous conditions exist in the work environment. The work environment is pleasant; only minimal negative physical factors exist.
- Above average amount of negative psychological factors; these factors must be addressed and considered in the performance of duties and have potential for a negative impact on job incumbents.

**Continued on next page.**

**VI. EMPLOYEE ACCEPTANCE:**

By my signature below, I certify that I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description.

Employee – please initial each of these statements below to indicate your agreement, in addition to your signature at the bottom of this page:

_____	I acknowledge that I have been given access to a print and/or electronic copy of the <b><u>Employee Policies and Procedures Handbook</u></b> , and understand that I am responsible for reading and following all relevant policies and procedures outlined in it.
_____	I understand that I am responsible for following all departmental and job-specific policies, procedures, work rules, and other guidelines.
_____	I understand that neither the Board of Directors nor management of NAPI can guarantee my employment, and that NAPI can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of NAPI.
_____	I further understand that the foregoing Job Description is not all-inclusive of the duties to which I may be assigned. To meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by NAPI.
_____	I acknowledge that NAPI also reserves the exclusive right to transfer, assign, or locate the incumbent to another job assignment within this job title for which I am qualified. Such transfer, re-assignment or re-location may be on either a temporary or regular basis, and shall be done to meet the business needs of NAPI.
_____	I also certify that I can perform the essential functions of this Job Description either with or without a reasonable accommodation.
_____	I further acknowledge that this Job Description does not constitute a written or implied contract of employment with NAPI.

**Accepted and Acknowledged by:**

\_\_\_\_\_ Employee Signature Date

\_\_\_\_\_ Print Employee's Name

**Witnessed by:**

\_\_\_\_\_ NAPI Representative Signature Date

\_\_\_\_\_ Print NAPI Representative's Name and Job Title