



## Navajo Agricultural Product Industry Job Description

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Job Title: **O&M Electrician**

Location: **371 Duty Station**

Work Schedule: **Varied Hours** (Weekends, if necessary)

Department: **851-O&M**

Exemption Status: **Non- Exempt**

Grade: **21\***

Salary Range: **DOE**

Reporting Relationship: **This position reports to the: O&M Electrical Supervisor**

### **Summaries of Duties and Responsibilities**

This position was created to assist and help maintain and operate the electrical systems in the delivery of water the NAPI farm operations.

### **Shared Responsibilities:**

- Support the mission, vision, and goal of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy.
- Adheres to all company polices and procedures.
- Follow safety guidelines 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 a team environment with other departments.
- Champion NAPI in the community.

### **Primary Duties and Responsibilities:**

#### Essential Functions

1. This position requires installing, testing, repairing, and maintaining electrical equipment in project substations, pumping plants, and other projects such as generators, motors, power and instrument transformers, power circuit breakers, various switches, and switchboards.
2. Operates high voltage switches and related devices in implementing safe clearance in accordance with Western Area Power Administration procedures.
3. Interprets and works from electrical schematics, drawings, diagrams, and codes.
4. Proficiently uses tools and equipment of the trade.
5. Maintains maintenance records and reports.
6. Operates power and pumping units in accordance with standard operation procedures as directed by the dispatch control center in the



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- event of emergency or lost communication with the control center. Takes power and pumping unit out of service as directed.
7. Performs inspection of electrical system, equipment and devices during construction of project facilities.
  8. With assigned Work Orders, the electrician will troubleshoot and repair electrical equipment and circuits in the pumping plant and the electrical power distribution systems and other assigned projects.
  9. Performs preventive predictive maintenance and emergency repairs on all project electrical equipment.
  10. Must be able to work eight (8) to twelve (12) hours per day, seven (7) days a week during the irrigation season.
  11. Will work on electrical equipment between the voltages of 115 KV and down to 24 Volt DC systems. Must be versatile and experienced in electrical trade.
  12. Maintain equipment logs that record performance problems, repairs, calibrations, and tests.
  13. Calibrate testing instruments and installed or repaired equipment to prescribed specifications.

Performs other related duties and assignments as required.

### **Education, prior work experience, and specialized skills and knowledge:**

- This job requires a High School Diploma (or GED or High School Equivalence).
- College course work in Electrical, or related field of study.
- Certifications in JE98-NM Electrical Journeyman's license is required, switch certified with WAPA.
- Valid Drivers License is required, with good driving record.
- 4 years experience of maintenance in the electrical trade. Education/Training can be substituted for previous work experience.
- Ability to use a computer, Windows, Internet Explorer, Microsoft Office XP components as Excel, Word, Power Point, and email programs is helpful.
- Ability to use search engines, data queries, and assimilate printed information is helpful.
- Able to operate lift truck for high-line maintenance on O&M Distribution lines project wide.
- Able to use various approved (UL Listed) hand tools, and precision electrical testing instruments.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.



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- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles.
- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (electronic) principles.
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Job requires a willingness to take on responsibilities and challenges.
- Job requires persistence in the face of obstacles.
- Performs duties in all weather conditions.
- Ability to complete tasks as directed by supervisor.
- Job requires a pleasant demeanor with others on the job and displaying a good-natured, cooperative attitude.
- Job requires being honest and ethical.
- Job requires being sensitive to others' needs and feeling and being understanding and helpful on the job.
- Must have ability to accept criticism and dealing calmly and effectively with high stress.
- Job requires a willingness to take on responsibilities and challenges.
- Job requires keeping up-to-date technically and applying new knowledge to your job.
- Job requires adhering to dress code standards; and personal protective equipment.

### **Physical environment and working conditions:**

This job requires you to work in and out of the office with exposure to heat and cold temperatures.

Must provide your own basic hand tools and safety shoes

### **Physical Demands**

Strength

Hearing

Kneeling

Stamina

Visual Acuity

Crouching



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Physical Flexibility	Visual Color Perception	Squatting
Reaction Time	Sitting	Crawling
Whole Body Steadiness	Standing	Twisting
Manual Dexterity	Walking	Climbing
Lifting 50# minimum		

**Business machines and computer software used:**

Government Services Administration (GSA), a Personal Computer or Laptop, Windows XP, Microsoft Office Suite 2010 (Word, Excel, Power Point, Project, & Outlook), Famous Accounting Software, and a Two-Way Radio

**Other factors, such as access to confidential information or contact with the public:**

Must read and acknowledge NAPI's Non-disclosure agreement.

I have reviewed the above job description and have an understanding of my job duties. I understand I will be evaluated on each of the duties described above.

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

\_\_\_\_\_ Supervisor \_\_\_\_\_ Date