



## **JOB ANNOUNCEMENT**

### ***General Public Vacancy***

**OPEN DATE: January 27, 2025**

**CLOSE DATE: Until Filled**

**JOB TITLE:** Public Facilities Supervisor/Electrician

**PAY RATE:** \$35.00

**DEPARTMENT:** Public Works

**DIVISION:** Public Facilities

#### **SUMMARY:**

Performs under the direction of the Public Works Director or designee. Oversees all employees within the Public Facilities Division and seasonal employees. Under general direction, supervises and directs the maintenance, repair and alteration of buildings and allied equipment; plans and schedules work projects; administers various service contracts; performs related duties as required. The safety of City residents is the number one priority. Complaints and service call are handled in a prompt, professional manner. City resources are used with discretion and equipment is kept in proper working order. Responsible for installing, maintaining or repairing electrical wiring, equipment and fixtures. Ensures that work is completed in accordance with relevant codes.

#### **DUTIES AND RESPONSIBILITIES:**

- Plans, schedules, orders materials and supervises work on plumbing, heating, air-conditioning, electrical, ventilation and pumping systems.
- Supervises minor construction or building alteration projects including office relocation.
- Keeps associated records and prepares reports.
- Participates in the development and administration of maintenance, construction or service contracts, including request for proposals, bid conferences, evaluation, selection of bids and award of contracts.
- Coordinates and assists in coordinating building maintenance activities with other City departments, divisions and sections, the public and with outside agencies.
- Inspects buildings for safety hazards, maintenance needs and disability access requirements.
- Prepares plans and specifications for small remodeling, alteration and construction projects.
- Provides time and materials cost estimates.
- Analyzes energy usage and costs and originates changes to reduce consumption.
- Participates in the determination of maintenance and energy requirement of new buildings.
- Assists the Public Works Director in preparing the Building Maintenance budget, administers and monitors the budget including submitting budgetary recommendations and anticipating future budgetary needs. Prepares, reviews and approves reports of a budgetary, technical and/or evaluative nature and recommends or implements courses of action.
- Assists with the development and implementation of goals, objectives, policies, procedures and work standards for the City.
- Assists with the development of long-range plans and standards for building maintenance.
- Participates in the selection, training, motivation and evaluation of staff.

- Participates in monitoring employee performance objectives.
- Instructs assigned subordinates.
- Resolves employee grievances.
- Establishes and maintains a cooperative working relationship with employees, members of other departments, other agencies and the general public.
- Routinely conducts safety training.
- Responsible for various maintenance programs such as respiratory protection, fall safety and confined space.
- Assists citizens with complains and/or problems.
- Operates various mechanic/shop power equipment and hand tools.
- Work on occasion longer hours as needed to meet emergency needs.
- Establishes priorities for short-range and long-range projects and coordinates implementation.
- Meets and works with contractors, inspectors and engineers on City projects.
- Oversees and is responsible for the annual holiday decorating throughout the City.
- Oversees and is responsible for the set-up and clean-up of the annual 4<sup>th</sup> of July Fiestas.
- Perform any other tasks as required or assigned by the Public Work Director.
- Maintains a favorable working relationship with all employees to promote a cooperative and harmonious working environment in order to facilitate positive employee morale, productivity and continued improvement.
- Communicates clearly and directly with employees concerning performance expectations, productivity and accountability.
- Responsible for suggesting methods to improve area operations, processes, efficiency and service to both internal and external customers.
- Develops employees for future advancement when possible.
- Review specifications to plan layout and installation of electrical wiring, equipment or fixtures, based on job requirements and electrical codes.
- Assemble and install electrical or electronic wiring, equipment, appliances, apparatus and fixtures, using hand tools and power tools.
- Construct and fabricate parts, using power or hand tools and specifications; connect wires to circuit breakers, transformers, outlets, switches or other components.
- Test all assemblies, installations, or repairs on electrical or electronic wiring, equipment, appliances, apparatus and fixtures.
- Inspect electrical system, equipment or components to ensure compliance with codes and to indentify hazards, defects and the need for adjustment or repair.
- Diagnose malfunctioning systems, apparatus or components, using test equipment and tools, to locate the cause of a problem. Correct the cause of any problem.
- Place conduit, pipes or tubing inside designated walls, partitions or other concealed structural places and pull insulated wires or cables through the conduit to complete circuits between boxes.
- May install or service street lights, intercom systems or electrical control systems.
- Attends or completes periodic safety training sessions for the electrical industry.
- Maintains a favorable working relationship with other employees to promote a cooperative and harmonious working environment.
- Communicates clearly and directly with supervisors, other employees and clients.
- Responsible for suggesting methods to improve processes, efficiency and service to both internal and external customers.
- Studies new material or code changes; passes testing or serves in apprenticeship as required to maintain current electrician's license or identification card to meet governmental regulations.
- Performs other duties as assigned.

**MINIMUM JOB QUALIFICATIONS:**

- High school diploma or equivalent.
- Associates Degree (AA) from a two (2) year college or Bachelor's Degree (BA) from an accredited four (4) year college or university; or five (5) years related experience and/or training or equivalent combination of both.
- A combination of progressively responsible experience in building trades or maintenance or building with at least five (5) years experience with two (2) years in a supervisory position.
- Two (2) years experience in commercial/industrial electrical maintenance.

**PREFERRED REQUIREMENTS:**

- Class B Commercial Driver's License.

**EMPLOYMENT REQUIREMENTS:**

- Must possess and maintain an insurable New Mexico Class D Driver's License, exceptional driving record and must be insurable by the City's insurance carrier.
- Must possess a Journeyman Electrician License.
- Required to perform "On-Call" duties on weekends and holidays in any time outside the normal working hours.
- Due to the need to be able to contact employee in emergency situations, employees must either have a telephone or ready access to a telephone in their residence. When contacted, the employee is expected to report to work unless there are special no-reoccurring circumstances.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to plan and supervise the work of un-skilled, semi-skilled and skilled workers to obtain effective results and maintain effective working relationships in a tactful and courteous manner.
- Ability to perform heavy manual labor under variable weather conditions.
- Ability to keep records on building maintenance.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to read, analyze and interpret general instructions and technical procedures and effectively communicate them to citizens.
- Ability to present information and respond to questions from groups of managers, clients, customers and the public.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Principles and practices of employee supervision, including selection, training, work evaluation and discipline; the methods, materials, tools and equipment used in the maintenance and repair of buildings and allied equipment; operating characteristics, parts and inner workings of air conditioning, heating and ventilation equipment, electrical systems, plumbing, pumps and hydraulic systems; paints, chemicals, lubricants and other materials used in maintenance work; safety practices to be observed in building

maintenance activities; codes, ordinances and regulation pertaining to the work; work layout and scheduling and various other construction trades.

- Ability to establish and maintain effective working relationship with other employees, public officials and the public.
- Operating equipment used in the repair and maintenance of electrical systems.
- Planning and managing projects.
- Preparing and maintaining accurate records.
- Adhering to safety practices.
- Handling hazardous materials.
- Ability to consider a number of factors when using equipment.
- Flexibility is required to work with others.
- Operate equipment using a variety of standardized methods.
- Problem solving with data frequently requires independent interpretation of guidelines.
- Problem solving with equipment is moderate.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include; adapting to changing work priorities.
- Meeting deadlines and schedules.
- Working as part of a team.
- Working independently and with interruptions.
- Complying with OSHA/TOSHA regulations.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to calculate figures and amounts such as discounts, interest commissions, proportions, percentages; area, circumference and volume.  
Ability to apply concepts of basic algebra and geometry.
- Ability to communicate effectively both verbally and in writing.
- Ability to understand and follow special oral and written instructions and procedures.
- Ability to interact professionally with internal and external customers.
- Ability to learn and follow all safety rules as set by the City of Las Vegas and the State of New Mexico.
- High degree of initiative: self starter.
- Ability to meet deadlines.
- Organizational and time skills with strong attention to detail.
- Ability to understand the occupational hazards and stand safety precautions required in each area; follow proper safety procedures and wears proper PPE.
- Demonstrates strong level of accountability and ownership.
- Knowledge of materials, methods and the tools involved in the construction or repair of electrical systems in houses, building or other.
- Knowledge of principles of electricity, circuits, electronic equipment, machines and tools, including their designs, uses, repair and maintenance.
- Algebra and/or geometry may be used.
- Read technical information, compose a variety of documents and/or facilitate group discussions.
- Solve practical problems.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include; methods, techniques, materials, tools used in installation, troubleshooting, maintenance and repair of electrical systems/subsystems.

- Troubleshoot/maintain mechanical, electrical, environmental systems/subsystems including control/balancing these systems
- Knowledge of blueprints and schematics.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- Majority of work is conducted outside and in the elements; and may work near traffic and around heavy equipment with the possibility of physical risk; confined areas. This position requires the use of appropriate PPE as directed.
- Work requires considerable flexibility due to the different types of equipment.
- Work is performed in all types of inclement weather conditions.
- Field work required, operation of City vehicles and heavy equipment.
- Outdoor work in all kinds of weather, many times in awkward positions and dangerous places.
- Abnormal hours for emergencies.
- Working with hazard of fumes, machinery, climbing, and excavations.
- The noise level in the work environment is usually moderate to loud, however can become extremely loud.
- Occasional overnight travel may be required.
- Possible exposure to toxic gases, infectious agents, and chemicals.
- Work requires frequent standing, sitting, walking, bending, squatting, climbing, kneeling twisting, and reaching. Verbal and listening skills.
- Specific vision abilities required include reading, computer, and color vision.
- Regularly required to lift and/or move up to 25 pounds and occasionally lift and/or move up 130 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.


**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application.

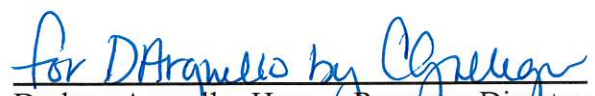
The employment application is available at:  
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department  
 1700 N Grand Avenue  
 Las Vegas, NM 87701

OR send via email to: [consuelo@lasvegasnm.gov](mailto:consuelo@lasvegasnm.gov)

**Reviewed and approved for publishing by:**

  
 Timothy Montgomery, City Manager

  
 Darlene Arguello, Human Resource Director