

## **Worcester County Job Opportunities**

**DEPARTMENT:** DEPARTMENT OF PUBLIC WORKS – MAINTENANCE DIVISION

**JOB TITLE:** ELECTRICIAN – MASTER

**COMPENSATION:** GRADE 24/ STEP 5 \$36.70 HOURLY/\$76,336 ANNUALLY

**WORK LOCATION:** WORCESTER COUNTY MAINTENANCE DIVISION OFFICE, 6113 TIMMONS RD. SNOW HILL, MD 21863- WITH WORK ACROSS WORCESTER COUNTY BUILDINGS/GROUNDS

**WORK SCHEDULE:** NORMAL WORK SCHEDULE IS TUESDAY-FRIDAY, 6AM-4:30PM (4, 10-HOUR DAYS)

**\*\*\*ADDITIONAL PAY WHILE ON CALL- \$28.57/DAY**

**APPLICATION PERIOD: UNTIL FILLED**

**JOB SUMMARY:** Under minimal supervision, this position is responsible for performing all electrical maintenance, diagnostic and repair tasks for all County-owned and operated equipment and buildings within budgetary constraints and in compliance with safety policies and procedures of the County. This will include all oversight, installation, repair, maintenance, upgrades, and renovation work. This position reports directly to the Maintenance Supervisor.

### **GENERAL REQUIREMENTS**

- Pre-employment background check
- Safety sensitive position requiring drug and alcohol testing
- DOT Physical with Medical Examiner's Certificate
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points (MD)
- Essential personnel subject to emergency call-back with little or no notice
- On-call rotation with Building Maintenance Mechanics

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- This position functions as a Master Electrician and as such performs a full range of electrical work, such as troubleshooting, installing, modifying and repairing all components of a building to include but not limited to; electrical, fire alarm systems, burglar alarm systems, sprinkler systems, voice & data systems, building automation systems and generators as required to keep all of the county-owned or leased facilities operational as required for the occupants and end users
- Installs, maintains, modifies, repairs, loads, tests, electric systems, circuits and devices, fixtures, high and low voltage control systems, and distribution panels

- Using maintenance schedules, inspection reports, and/or work orders, performs maintenance services, diagnoses systems or equipment malfunctions, and repairs as necessary. This will include all single-phase and three-phase panels, motor control centers, circuits, and equipment, such as but not limited to: pumps, motors, generators, automatic transfer switches, sewage ejection pumps, HVACR air handlers/ATC systems/refrigeration equipment, fire alarm and burglar alarm systems and devices
- Determines and installs wiring, conduits, fixtures, transformers, and other electrical devices in the size, type, and arrangement required by code for proper and safe operation of electrical systems, circuits, and equipment. This will include working from building plans, blueprints, wiring diagrams, engineering drawings, and electrical maintenance and repair manuals
- Performs general administrative duties relative to the maintenance requirements of county-owned facilities
- Provides status updates on assigned work using an Internet Maintenance Management System
- Inventory and order parts to make necessary equipment repairs. Prepares and verifies requisitions for materials. Tracks material deliveries and vendor invoices
- Assists in the planning and organizing of building repair operations
- Maintains accurate records of time and materials spent to accomplish repair tasks
- Monitors preventive maintenance contracts with suppliers and other contractual maintenance projects
- This position should also be required to assist other building maintenance mechanics with HVAC and Plumbing when necessary
- Knowledge of proper safety procedures and PPE utilization at all times to perform job-related duties
- Trains others to develop the correct preventive maintenance skills to maintain buildings to industry standards
- Participates in the physical work as necessary to accomplish assigned tasks within the required timeframes
- Assists with building or other emergency conditions, to include snow removal, shelter set up, etc., as may be requested by departments or agencies
- Completes assigned tasks accurately and by established deadlines
- Cross trains and backs up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures, training, fire drills, COOP plans, etc., and works safely
- Knowledge of proper safety procedures and PPE utilization at all times to perform job-related duties
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres, supports, and enforces Worcester County Government Personnel Rules & Regulations

- Performs all other related duties as required or assigned

### **QUALIFICATIONS AND SKILLS**

- Graduate of high school or equivalent diploma or certificate, plus 10+ years of experience in all phases of electrical maintenance/repair/installation and building maintenance
- Possess and maintain a State of Maryland Master Electrician license
- Working knowledge of various building automation systems
- Must have the ability to use personal computing to work with Microsoft Office products, email messages & applications, and the internet for reporting processes
- Working knowledge of the National Electrical Code, OSHA regulations, and local building codes are required
- Ability to read and understand all types of blueprints including but not limited to; architectural, mechanical, plumbing, electrical, etc.
- Communication (written and verbal) and math skills to independently perform required duties
- Knowledge of safety requirements and procedures related to building maintenance and electrical construction
- Ability to complete assigned tasks by established deadlines
- Ability to lead, instruct, and train others
- Valid driver's license and driving record of less than 4 points (MD)
- Ability to follow verbal and written instructions, keep records and logs updated and to communicate effectively with the public and coworkers

### **SAFETY ANALYSIS**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)*

Heavy Work; Constant viewing and lifting over 10lbs; Frequent talking, hearing, carrying, pushing, pulling, lifting and moving of objects over 25lbs; Occasionally over 50lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects. Exposure to potentially hazardous conditions such as, working with electricity and confined space entry (training is provided) as well as adverse weather conditions.

## **Worcester County Government Benefits Information**

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

### **Paid Time Off**

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

### **Medical Benefits**

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

### **Retirement**

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

### **Part Time Employees**

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

### **Extras for All Employees**

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

**For more information**, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.