Job Description: ELECTRICAL HELPER- SSLGC

PAY GROUP: U5 **EEOC CATEGORY: Skilled Trade**

FLSA: Non-Exempt

SUMMARY OF POSITION:

Assists with electrical installation, maintenance, repair, and material handling at the Schertz-Seguin Local Government Corporation (SSLGC), a wholesale water utility. Work involves motors, motor control centers, variable frequency drives, lighting, and instrumentation across water treatment, production, transmission, and storage facilities. Works under the Water Systems Superintendent and performs electrical work only under licensed electrician supervision as required by the Texas Department of Licensing and Regulation (TDLR).

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Water Systems Superintendent

2. Directs: This is a non-supervisory position and does not direct the work of other SSLGC employees.

3. Other: Works closely with plant operators, maintenance staff, licensed electrician(s), contractors and vendors performing work at SSLGC facilities.

EXAMPLES OF WORK:

*Essential Duties**

- Assist licensed electricians with installing, maintaining, troubleshooting, and repairing motors, motor control centers, starters, variable frequency drives, switchgear, panels, lighting, and related equipment;
- Mount and install conduit, wire, strapping, supports, and fittings; assist with wire pulls, terminations, and labeling as directed;
- Assist with inspecting and maintaining instrumentation, sensors, and Supervisory Control and Data Acquisition (SCADA) field equipment at plant and well sites;
- Assist with inspecting, testing, and maintaining standby generators, automatic transfer switches, and cathodic protection systems;
- Perform preventive maintenance, including cleaning and inspecting electrical enclosures, checking connections, and replacing lamps, fuses, and filters;

- Report abnormal electrical conditions and equipment deficiencies to the Water Systems Superintendent;
- Accurately and promptly document work, parts used, and equipment condition in SSLGC's computerized maintenance management system (CMMS) and work orders;
- Handle, stage, and organize electrical materials, tools, and parts inventory;
- Safely work from ladders, lifts, and elevated platforms;
- Follow all SSLGC safety policies and procedures, including lockout/tagout, arc flash and electrical safety (NFPA 70E), confined space entry, and personal protective equipment requirements.

*Other Important Duties**

Assists with mechanical maintenance, facility and grounds maintenance, and general upkeep of SSLGC sites as needed;

Assists with emergency repairs and after-hours response as assigned;

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge Requirements: Basic knowledge of electrical principles, industrial wiring methods, and the National Electrical Code (NEC). Knowledge of the safe use and care of hand tools, power tools, and electrical test equipment such as multimeters. Basic knowledge of electrical safety practices, including lockout/tagout. Prior experience in the water or wastewater utility industry is helpful but not required.

Skill Requirements: Skill in the safe use of hand and power tools, conduit bending equipment, and basic electrical test equipment. Skill in reading basic electrical drawings and wiring diagrams.

Ability Requirements: Ability to follow oral and written instructions; to learn and adapt to new equipment and technologies; to maintain accurate records; to communicate effectively with co-workers; and to work independently and as part of a team.

The Water Systems Superintendent will provide additional on-the-job training specific to SSLGC's facilities and equipment.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work is performed primarily outdoors and in industrial settings at SSLGC facilities and along transmission pipeline rights-of-way in Guadalupe and Gonzales Counties. Exposure includes inclement weather, heat, cold, humidity, elevated noise, moving equipment, and water treatment chemicals.

* for the purpose of compliance with the Americans With Disabilities Act (ADA)

Requires prolonged standing, walking, climbing, kneeling, crawling, and bending; working on ladders, at heights, and in confined spaces with appropriate protective equipment; and regularly lifting and carrying up to 50 pounds.

Must be available for overtime, after-hours emergency response, and assigned on-call/standby rotations to support SSLGC's 24/7 operations.

ACCEPTABLE EXPERIENCE AND TRAINING:

High School Diploma or GED.

One (1) year of experience as an industrial or commercial electrical helper or apprentice.

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

TRAINING, CERTIFICATES AND LICENSES REQUIRED:

Valid Texas Driver's License with an acceptable driving record.