

PORT FREEPORT, TEXAS



Title: Port Facilities Electrician

Class Code: el

Pay Grade: 119

This Class Description does not constitute an employment agreement between the Port and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills and abilities required of personnel so classified in this position. The position description is subject to change by the Port as the needs of the Port and requirements of the position change.

General Description

The purpose of this job/class within the organization is to maintain, install, troubleshoot, and repair all electric systems.

This job/class works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

- Inspects, installs, maintains, troubleshoots and repairs lighting for all buildings, high-mast poles, warehouses and street lights.
- Installs motors, removes motors and controls throughout the port.
- Troubleshoots and repairs problems with the Port's equipment including the ship to shore cranes.
- Install, test, troubleshoot, and repair electrical service panels, electrical circuits, controls, conduit and conductor runs, receptacles, lighting systems, HVAC systems, sewage pump stations, motors, motor starters and heaters, generators, fans, electric power tools, and other miscellaneous electrical equipment.
- Installs conduit and pulls wire.
- Orders electrical material for repairs and new jobs.



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- Installs, maintains, and repairs any plumbing issue such as toilet overflow, sinks, water leaks and busted pipes.
- Paints fire hydrants, water pipes, concrete barricades and bollards throughout Port.
- Follows all Port safety practices, procedures and policies

Additional Duties:

Operates small and large sweepers to clean roads and warehouses.

Assists with cargo operations as needed.

Assists in nonhazardous spill cleanup and waste handling operations as needed.

Performs related work as assigned.

Must be willing and available to work overtime outside normal business hours, on weekends and holidays, as needed.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Speaks or signals to people to convey or exchange information of a general and/or specific nature.



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Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of assigned areas of responsibilities; handling supplies of high value consistent with the operation of a small division or department.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes. Calculates circuits, loads, voltage and amperage.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions and methods and procedures for investigations, and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters with proper format; speaks in compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refers to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers, and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but many variations from the routine.



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Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure. Reads and interprets electrical schematics to resolve problems and plan workscope.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

Property Damage & loss of life – **Serious**

Data loss – Minor

Exposure to legal liability – Moderate

Brand loss - Minor

Economic loss – **Serious**

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis. Works safely at heights of up to 250 feet of grade.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.



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Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to electrical shock, heights, potential exposure from release or other incidents from surrounding industry;
Adverse weather conditions - extreme heat and/or cold; Wet or humid conditions;
Extreme noise levels, Animals/wildlife;
Traffic; Moving machinery.

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires considerable responsibility for the mid-level management of the provision of continuous enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The Port reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Requires High School graduation or GED equivalent, supplemented by specialized courses/training equivalent to completion of one year of college in electrical systems or closely related field.

Requires two years' experience in electrical maintenance and repair or closely related experience.

Special Certifications and Licenses:

Requires designation as an apprentice Electrician
First Aid/CPR/AED (American Heart Certifications preferred)
Valid TX State driver's license
Valid TWIC certification
Must be able to pass a background check



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Americans with Disabilities Act Compliance

Port Freeport is an Equal Opportunity Employer. The ADA requires the Port to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Emergency Management Responsibilities

During emergency conditions, all Port employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

Organization-wide Employee Responsibilities

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

