

## ELECTRICIAN

### TOWN OF WESTWOOD

The Town of Westwood seeks qualified applicants for the position of Electrician. The purpose of this position is to perform safe and functional general maintenance and repair work, as well as installations, on a wide variety of electrical equipment and systems in the Town's municipal buildings.

***Duties include but are not limited to the following:***

- Install, maintain, test, repair and/or alter electrical systems and equipment, to include: electrical, alarm, communication, time-keeping clocks; HVAC controls; energy management wiring; refrigeration; internal and external lighting; switch gear; emergency generators; transformers; theatrical lighting and sound; motors; and all other electrical fixtures and wiring systems owned or operated by the Town.
- Inspect, analyze needs, plan for, and perform electrical work and repairs.
- Coordinate and participate in annual maintenance inspections on each facility and develop maintenance improvement, preventative maintenance and replacement needs with estimated costs.
- Maintain records of work performed, including labor and materials used; receive work orders and determine priorities.
- Perform repairs, whether maintenance and improvement related or emergency based, that do not require an outside contractor. Assure compliance with building, health and safety codes.
- Prepare cost and time estimates for all electrical work; obtain bids and/or contractors for specialized maintenance and large projects. Participate in the coordination and/or installation of larger projects requiring multiple trades and various Town departments.
- Remain current on all safety and building codes, asbestos laws and guidelines, and material data sheets.
- Assist during emergency situations. Respond to emergency calls on a 24/7 basis.
- Assist with snow and ice operations during snow or weather emergencies.
- Provide effective and efficient customer service and promote and maintain responsive community relations.

***Qualifications and experience:*** High School diploma or equivalent; five years' experience in electrical work; supervisory experience helpful; or any equivalent combination of education, training, and experience.

***Special Requirements:*** Valid Massachusetts Class D driver's license. Massachusetts Journeyman Electrician License.

***Salary and benefits:*** Full-time, 40 hours per week. Salary range \$71,514 - \$89,309. Westwood offers an attractive benefit package and generous time off allowances. Pension; health, dental, life and disability insurances are available.

***To apply:*** Candidates are invited to submit a cover letter and resume to [hr@townhall.westwood.ma.us](mailto:hr@townhall.westwood.ma.us) by April 12, 2024.

***Posted: April 4, 2024***

***Equal Opportunity Employer***