

**Beaver Water District  
Job Description**

**Job Title: Electrician**

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Exempt: (Y/N):N  
Date: March 2026

Department: Electrical and Instrumentation  
Reports To: Electrical and Instrumentation Supervisor

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**JOB SUMMARY**

The Plant Electrician is responsible for performing skilled work at the Master Electrician level in the installation, alteration, preventive maintenance, and repair of electrical systems, motors, and related equipment. The Plant Electrician is responsible for performing skilled tasks in accordance with standards established by the electrical trades industry. The Plant Electrician must be able to be on a rotating 24-hour “on-call” status.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(include but are not limited to the following)*

- Installs, alters, repairs, and maintains both high and low voltage motors, generators, switch gear, motor controllers, transformers, wiring systems, and related equipment.
- Installs, alters, repairs, and maintains special metering, control, telemetering, and recording equipment used in water treatment plants, water supply and distribution pumping systems.
- Uses special electrical tools such as voltmeters, ammeters, insulation testing meters, and related special equipment necessary for the maintenance of large electrical motors.
- Installs, repairs, and connects or disconnects transformers and similar power station equipment; installs, repairs, and connects or disconnects local communication systems.
- Maintains accurate records of time and materials used in maintenance and installation activities.
- Maintains complete and accurate records concerning the maintenance and repair history of all electrical equipment.
- Installs, maintains, alters, and repairs electrical fixtures and equipment, wiring, lighting, power equipment, machinery, signal timers, etc. Constructs service meter loops on the exterior of buildings and any service cables or wiring in conjunction with exterior work.
- Periodically inspects all electrical outlets and equipment for wear or abuse; replaces defective components and wiring; performs routine maintenance and troubleshooting on all electrical equipment; makes emergency repairs and assists other maintenance personnel as required.
- Tests electrical system components, circuits and subsystems using precision testing instruments; diagnoses and corrects malfunctions.
- Fabricates, modifies, and repairs electrical system components using engineering drawings, technical manuals, and oral and written instructions.
- Repairs and maintains clocks, motors, and small electrical appliances in District buildings.
- Lays out work; requests necessary materials and supplies to complete work in a timely manner.
- Installs, alters, repairs, and maintains all types of HVAC equipment including microprocessor-controlled building management systems.
- Installs, alters, repairs, and maintains automated control systems including distributive control systems and PLC systems.
- Installs, tests, maintains, and repairs fiber optic cable and related equipment.
- Performs other related duties as required or assigned.
- Attendance must be punctual, reliable, and complete. Must be able to report to and work in all types of weather conditions including seasonal extremes such as ice and snow as required.

**MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The minimum qualifications required to perform the essential duties and responsibilities are listed

below. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

**EDUCATION:**

- High school diploma or general education degree (GED).
- Technical training courses are highly desired and preferred.

**EXPERIENCE:**

- **Must have at least five (5) years' experience in the electrical trades with two years as an industrial maintenance or journeyman electrician.**

**OTHER REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- **Must have comprehensive knowledge of the principles and practices of electricity and electrical maintenance.**
- **Must have comprehensive knowledge of the installation, alteration, repair and maintenance of high and low voltage electrical systems and equipment.**
- **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 effectively present information and respond to questions from groups of managers, clients, customers and the general public.**
- **Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry.**
- **Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical.**
- **Ability to apply principals of logical or scientific thinking to a wide range of intellectual and practical problems.**
- **Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases; ability to deal with a variety of abstract and concrete variables.**

**CERTIFICATES, LICENSES AND REGISTRATIONS:**

- Must possess an Electrician license or Arkansas Journeyman license.
- Grade IV Water Treatment License (have or obtain within 12 months) issued by the Arkansas Department of Health
- Grade IV Water Distribution License (have or obtain within 24 months) issued by the Arkansas Department of Health
- Valid Driver's License
- Valid automobile insurance
- Must be able to successfully pass a pre-employment drug screen, and criminal background assessment.

**MENTAL DEMANDS**

Must be able to manage tasks and priorities, and complete job duties proficiently while adapting to changing demands and priorities. This position is one in which a lapse of attention could result in injury, illness, or death. For the safety of the employee and others, the employee must be able to work in a constant state of alertness and concentrate for long periods of time while operating, maintaining, and monitoring heavy equipment and machinery, and while working with and around hazardous materials, at heights, and in confined spaces.

**SAFETY SENSITIVE**

This position is designated as a safety sensitive position because it includes as part of the job duties the operating, maintaining, and monitoring of heavy equipment and machinery, and working with and around hazardous materials, at heights, and in confined spaces. Promotes safety practices to others through encouragement and reminders. Follows all safety requirements. Reports unsafe conditions. Ensures system specific safety requirements are followed.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

Some of the work required by this position is performed in the normal, indoor office environment. While performing the duties of this position the Electrician is exposed to indoor and outdoor weather conditions. The Electrician occasionally works in high, precarious places, near moving mechanical parts, and is at risk of electrical shock. The Electrician is exposed to fumes and airborne particles and toxic or caustic chemicals and is required to wear personal protective equipment where appropriate.

The noise level in the work environment is occasionally loud in a field setting and moderate in an office environment.