

Battery Park City Authority

A City within a City



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Great Community!

Great Benefits!

Great Work Culture!

Job Title:	Assistant Electrician
Job Status:	Full Time
Department:	Maintenance
Location:	75 Battery Place, NYC 10281
Additional Info:	Monday - Friday (7.5 hours a day)

SUMMARY:

The Assistant Electrician is responsible for assisting the Electrician in the daily electrical maintenance that is required to keep parks, open spaces, sites, and structures under BPCP jurisdiction in a safe and operable condition. It is expected that the incumbent be able to carry out electrical maintenance when assigned by the Electrician. He/she is a hands-on individual who must be well-organized and knowledgeable in the field. The Assistant Electrician must be conscious of, sensitive to, and proactive towards making BPCP a model of sustainable practices.

ESSENTIAL FUNCTIONS:

The list of essential functions as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in this class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Must have basic knowledge of light, heat, and power:

- Wire luminaries (street poles and indoor fluorescents)
- Properly ground equipment and luminaries
- Understand basic electrical layouts and blueprints
- Able to perform a delegated task independently
- Be familiar with the NYC and NED electrical codes

Safely and effectively operate and maintain in an efficient manner the following types of tools and equipment without posing risks to coworkers or the public:

- Tools and supplies in the electrician's trade
- Setup and breakdown of a job
- Clean and maintain all power tools in working order
- Keep the supply room neat and assist with inventory of supplies
- Use safety equipment including face masks, protective gloves, hard hats, and goggles in compliance with OSHA regulations
- May work alongside Maintenance Technicians as needed when delegated by supervisors
- Interact with the public by providing directions and information in a polite and friendly manner

Assist with the following tasks:

- Procure materials as needed for planned maintenance work
- Prepare tools and supplies needed for daily tasks
- Complete written and/or computerized records as necessary such as street pole repair work, daily logs, and observation reports
- Able to work as a member to the Maintenance Crew by keeping positive work relations with all coworkers; work in close cooperation with all BPCP and BPCA departments to ensure that parks of Battery Park City are maintained to the highest standards
- Perform other duties as required within the scope of the position as designated by supervisors
- Perform periodic kitchen and lunchroom cleanup as assigned in rotation to all staff

EDUCATION and EXPERIENCE:

- A High School Diploma or GED is required; college coursework and technical training in relevant skills are highly desirable. A minimum of two (2) years of hands-on electrical experience is required.
- Must possess a valid US driver's license.
- Must be able to lift 50 lbs.

Skills:

- Must have computer skills and the ability to use word processing and software tools such as Microsoft Word, Excel, and Workplace
- Must be able to work independently and exhibit good judgment
- Must be able to interact with all levels of management and staff
- Strong verbal and writing skills
- Strong organizational skills

Physical Requirements:

- Must be willing and able to perform physical labor outdoors in all types of weather
- Must be able to lift 50 lbs.

Please submit all resumes to: HR@bpca.ny.gov

Battery Park City is an Equal Opportunity Employer.