

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Assistant Foreman Electrical
Pay Table:	Support
Pay Grade:	13
FLSA Status:	TBD
Job Code:	615
Reports to:	Electrical Foreman

JOB SUMMARY

Under the general supervision of the electrical foreman, the electrical assistant foreman supervises department employees in the absence of the foreman and assists with the maintenance of the district electrical systems and equipment.

ESSENTIAL JOB FUNCTIONS

- Assists the foreman and takes on additional supervisory and clerical responsibilities (e.g. input of job sheets into computer, etc.) in the absence of the foreman.
- Prepares quotes and bids for smaller projects.
- Orders and picks up specialty items and materials that are not normally stocked.
- Ensures that job reports are submitted.
- Does assigned job sheets as assigned by the foreman.
- Checks and maintains lighting in the district.
- Checks and maintains HID (high intensity discharge) lighting.
- Repairs all secondary clocks in the district.
- Operates the High Ranger (bucket truck).
- Reviews health reports submitted by the Health Department.
- Plans, organizes and schedules shop training.
- Receives and responds to emergency callouts.
- Attends and participates in meetings, including plan reviews for new buildings and walkthroughs.

MINIMUM REQUIREMENTS

- Four (4) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Journeyman Electrician License preferred.
- Commercial Driver's License.
- Completion of formal apprenticeship preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical functions.
- Knowledge of electrical equipment wiring.
- Knowledge of NEC (national electric code).
- Ability to install and maintain electrical equipment.
- Ability to read and follow electrical diagrams, drawings and blueprints.
- Ability to operate computer and small office equipment.
- Knowledge of material safety data sheets (MSDS) preferred.
- Ability to maintain inventory and property.
- Ability to make budget recommendations.
- Ability to use and repair small and heavy equipment or machinery.

PHYSICAL DEMANDS

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: climbing, crouching, handling, kneeling, mental acuity, repetitive motion, speaking, talking and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe, but dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.