

6. Serve in the absence of the Foreman.
7. Generate and complete assigned work orders.
8. Responsible for completing all data where applicable for closing work orders daily.
9. Check materials and supplies to ensure sufficient amounts are on hand.
10. Test malfunctioning electrical systems, and equipment.
11. Install, maintain, alter and repair, wiring, electrical devices, machinery, and equipment.
12. Draw wire through conduit and complete necessary splicing, soldering, and application of friction tape.
13. Install and connect equipment to wiring systems.
14. Replace damaged or broken wires and cables and replace faulty electrical components.
15. Assist with entering/closing work orders for the Shop and processing requisitions.
16. Meet all schedules and deadlines in a timely fashion.
17. Willing to be on-call in case of emergency.
18. Perform related duties and responsibilities as requested by the Director of Maintenance Operations or Foreman.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 69

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to understand and carry out broad verbal and written instructions.

- Demonstrate considerable functional knowledge of the methods, practices, tools and materials used in electrical installation, maintenance and repair work, as per NFPA National Electrical Code 70.
- Skilled in the use and care of tools and equipment necessary for electrical work.
- Ability to locate and correct defects in electrical systems and equipment.
- Ability to read and work from plans, blueprints and sketches.
- Ability to maintain accurate records.
- Ability to plan and organize work.
- Demonstrate functional knowledge of the applicable building codes and specifications.
- Demonstrate functional knowledge of the safety precautions of the electrical trade.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, climb and lift a minimum of 25 pounds.