

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE:

Maintenance Tool Person - Electrician

II. PRIMARY FUNCTION

Electrician

III. REPORTS TO

Facility Manager - Maintenance

IV. QUALIFICATIONS

- Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the Board
- Three years of working as or assisting an electrician preferred
- Good work record
- Valid New Jersey driver's license
- Ability to lift at least 50 pounds
- Good physical health and ability to perform assigned tasks
- Ability to read, write and communicate effectively
- Ability to operate equipment
- Valid NJ Electrical License required
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Replace light fixtures
- Repair all electrical equipment
- Install new circuit panels and circuit breakers
- Replace and add outlets and switches
- Replace ballasts, transformers and motors
- Repair and replace switch gear
- Run new circuits and underground wiring for outdoor lighting and signs
- Install and repair exhaust fans
- Install wiring for new window air conditioners
- Assist all other maintenance personnel when necessary
- Perform such other duties as may be assigned by the Superintendent and/or designee

VI. TERMS OF EMPLOYMENT

Position is based on a 12 month schedule

VII. SALARY

Salary and schedule are in accordance with the provisions of the BOE/EPSCMA contract

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~~APPROVED: November 22, 2010~~

APPROVED: March 28, 2011