

ELECTRICIAN II

Maintenance and Custodial Services Department



Purpose:

The Electrician II ensures a functional and safe facility for students, staff and the public through the performance of advanced-level electrical maintenance and repair work, and provides leadership among the team of District electricians.

Reports to: Maintenance Services Supervisor and Maintenance Services Field Supervisor

Indirectly reports to: Electrical Foreman

Nature & Scope:

The Electrician II works independently following standardized routines under general supervision. The nature of the work requires adherence to policies, procedures and regulations to the technical norms of the trade; however, independent judgment and decision-making is at times required in the application of the trade. The incumbent interfaces with school administrators, staff, colleagues, students and visitors. The incumbent does not have supervisory responsibilities but does provide leadership and direction to more junior members of the maintenance team. May direct the work of the Electrician I.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Ensures the District's electrical wiring, fixtures, appliances, motors, power circuits, switches, outlets, elevators, data systems, communications systems, fire systems and security systems are in safe and effective working condition.
3. Performs repair and maintenance on all types of electrical systems including but not limited to parking lot lighting, building automation systems, powered door openers and gates, and automated building lighting systems.
4. Services and repairs power distribution systems, switch gear, panels, transformers, large breakers, motors, controls and lighting and power systems.
5. Operates vehicles, hand and power tools and other specialized equipment used in the electrical trade, including various types of lift equipment.
6. Evaluates the condition of various electrical systems for defects, fire or other safety hazards and identifies necessary maintenance, repair and/or installation work.
7. Makes emergency electrical repairs and troubleshoots malfunctions.
8. Responds to after-hours emergency calls.
9. Inspects sites of assigned projects to assess products and procedures to be used and develops work plans and objectives.
10. Schedules and oversees work projects, including preparing shop drawings, work plans and cost estimates; applies for building permits, complying with code requirements and inspections.

11. Assists Electrical Foreman in the determining maintenance and repair needs.
12. Inspects building alterations proposed or completed by contractors to ensure compliance with electrical specifications and safety standards.
13. Organizes, schedules, assigns and reviews the work of the crew. Coordinates assignments and projects with employees and provides on-site direction and oversight as needed.
14. Provides training to employees in use and care of equipment and tools, and methods and standards related to the electrical trade, including proper safety standards and practices.
15. Submits requests for supplies, equipment and personnel.
16. Tests and repairs fire alarm systems including Simplex and Radionics.
17. Tests and repairs intercom/paging systems, speakers and clocks.
18. Reads and interprets electrical schematics, plans and specifications in accordance with established procedures.
19. Estimates materials and labor required to complete assigned tasks.
20. Submits requests for supplies, equipment and personnel.
21. Maintains inventory of materials, equipment and tools.
22. Keeps records of equipment used and work done.
23. Ensures that all work complies with state and local regulations and conforms to accepted industry practices and established safety standards.
24. Ensures a safe and accident free work area.
25. Updates technical knowledge and skills on a consistent basis.
26. Must be willing to participate in training programs for paging systems and other related electrical systems.
27. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
28. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess high school diploma or G.E.D.
2. Must be able to pass a physical exam.
3. Must be able to pass a criminal background check.
4. Must possess a valid Oregon or Washington driver's license.
5. Must have completed trade school or possess equivalent specialized training as an electrician.
6. Must possess valid General Journeyman Electrical License and three years experience at the journey level.
7. Must have electrical troubleshooting skills.
8. Must possess computer skills.
9. Must be able to research products and service techniques on-line and create documents that support field service practices.

10. Must be able to safely and effectively operate power equipment such as drills and saws.
11. Must be able to safely load, transport, and unload lift equipment using a full sized truck and trailer.
12. Must be able to work from heights and have a good working knowledge of the functionality and safe operation of scaffolding and mechanical lift equipment; such as forklift, scissor lift, boom lift and Genie lift.
13. Must be familiar with methods, materials, equipment and tools used in the electrical trade.
14. Must be able to read, understand and follow multi-step written and verbal instructions in English.
15. Must be knowledgeable of building codes and maintenance and repair standards.
16. Must be able to comply with District and State regulations as they relate to District building and safety. Must demonstrate the ability to adhere to safety practices and to comply with District procedures for use of cleaning products and equipment, and/or other hazardous materials.
17. Must demonstrate the ability to follow a set routine and must demonstrate the ability to meet deadlines and schedules.
18. Must possess uncorrected or corrected visual acuity of 20/40 in both eyes.

Working Conditions:

The Electrician II largely works indoors, but will also work outside in all kinds of weather, and often in the dark. The Electrician II's work-time involves undertaking activities of a physical nature.

The incumbent will frequently stand, but will also walk, climb stairs and ladders, sit, push, pull, bend, stoop, kneel, and reach in the normal course of their workday. At times the incumbent will spend prolonged periods of time standing, walking, climbing stairs and ladders, sitting, pushing, bending, stooping, and kneeling. The incumbent will routinely lift up to 55lbs, by him/herself and lift more than 55lbs with assistance.

The work environment is regularly routine and often quiet, but the work environment will also frequently include moderate to loud noise. Significant potential hazards include risk of electrical shock. Other potential exposures and hazards include but are not limited to: heights, hot surfaces, chemicals, fumes, dirt, communicable diseases, and power/hand-operated equipment and machinery.

Regular travel to all District sites will be required and occasional statewide travel. The incumbent may be required to work extended hours in case of emergency.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: March 1, 2017

Date Revised: March 1, 2017

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.