

**Lead Electrician**  
**New Hanover County Schools**

**Job Description**

**Class:**       **Classified**  
**Division:**   **Operations**

**TITLE:**                   **Lead Electrician**

**QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Five years of progressive experience in a commercial and/or industrial setting.
3. Five years of progressive experience in the repair, replacement, or construction of piping systems; or an equivalent combination of education and experience.
4. Knowledge of methods and skills in the use of electrical equipment, materials, and tools.
5. Valid Journeyman's card required; valid electrical license preferred.
6. Valid North Carolina driver's license.

**REPORTS TO:**           Electrical Foreman

**JOB GOAL:**             To perform all levels of electrical work in the installation, maintenance, modifications and repairs of electrical systems, equipment and fixtures. Act as Lead for Electrical Shop.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of Maintenance Operations and New Hanover County Schools, along with state and federal regulations pertaining to school/department issues.
2. Lead responsibilities include guidance and instruction on techniques, methods, and procedures for accomplishing assigned tasks and solving problems.
3. Assist with coordination of routine electrical needs, setting priorities, and handling more complex assignments.
4. Research equipment and material needs and assist in the preparation of estimates, reports and requisitions as needed.
5. Provide guidance and technical assistance to others. Give clear and concise instructions.

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 and/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.