

Electrician-Lead

Purpose Statement

The job of Electrician-Lead is done for the purpose/s of providing electrical services with specific responsibility for guiding assigned workers; ensuring completion of projects; identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading electrical systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Analyzes blue prints, schematics, and drawings of electrical systems (e.g. equipment manuals, site blueprints, etc.) for the purpose of determining the efficient installation of new or upgraded systems.
- Assists with monitoring outside contractors (e.g. electrical system upgrades/expansions, major remodels, specialized equipment repair, etc.) for the purpose of ensuring that the projects are satisfactory completed and within district specifications.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Coordinates with supervisor, other leads, and other trades (e.g. plumbers, outside contractors, etc.) for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of electrical problems or failures (e.g. power outages, PA and fire alarm system failures, non-working appliances, pumps, motors, etc.) for the purpose of identifying equipment and/or systems repair.
- Informs personnel regarding status of work orders (e.g. updates/closes out normal and project work orders, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
- Installs electrical system components (e.g. light fixtures/ballasts, alarms, electrical panels, switches, circuits, scoreboards, conduit, wiring, telephone cabling, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.
- Monitors assigned personnel and the day to day activities and operations (e.g. assigning work orders, ensuring completion of tasks, etc.) for the purpose of providing leadership direction to ensure assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Operates scissor lift and JLG (Boom lift) for the purpose of providing an independent work platform as needed.
- Performs routine and preventive maintenance (e.g. oiling/greasing equipment, etc.) for the purpose of ensuring the ongoing functioning of electrical systems.
- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Repairs electrical components (e.g. Public Address systems, cafeteria kitchen equipment: ovens, stoves, dishwashers, exhaust fans, Fire Alarm Systems, Wheelchair Lifts, time clocks, vacuum cleaners, floor strippers, etc.) for the purpose of ensuring working condition.

- Requests equipment and supplies (e.g. wire, outlets, bulbs, circuits, etc.) for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours (e.g. power outages, fire alarm malfunctions, etc.) for the purpose of resolving immediate safety concerns.
- Setup board meeting equipment (e.g. lighting, public address system, projector, etc.) for the purpose of effective communication.
- Transports a variety of tools, equipment and supplies (e.g. electrical components, equipment, scissor lift, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electrical systems; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices and handling hazardous materials.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: building codes, laws and ordinances pertaining to school facilities, National Electric Code and Electrical Safety Orders, methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems; troubleshoot/maintain mechanical, electrical, environmental systems/subsystems including control/balancing these systems; and blueprints and schematics.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working independently and with interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Minimum of four years of journeyman level (apprenticeship program) experience in the electrician field or at least eight years of increasingly responsible electrician work, including a wide variety of skilled trade work with some experience in the direction of maintenance.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Driver's License & Evidence of Insurability
Boom Lift/JLG Certification

Clearances

DOJ/FBI Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

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