

Electrician

Purpose Statement

The job of Electrician is done for the purpose/s of providing electrical services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading electrical systems and equipment under the direction of the Electrician- Lead; 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 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, telephone cabling, 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.
- Operates scissor lift and JLG (Boomlift) 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.
- Repairs electrical components (e.g. HVAC pumps/motors, Public Address systems, cafeteria kitchen equipment: ovens, stoves, dishwashers, exhaust fans, Fire Alarm Systems, Wheelchair Lifts, time clocks, vacuum cleaners, floor strippers, telephone cabling, 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 (e.g. power outages, fire alarm malfunctions, etc.) for the purpose of resolving immediate safety concerns.

- Setups 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 and takes technical direction from lead personnel 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 need to occasionally 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 understand complex, multi-step written and oral instructions. 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 and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. 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 following standardized practices and/or methods; providing information and/or advising others; 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 impact 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, 30% walking, and 60% 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

Certificates and Licenses

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

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

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