

**MADISON COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE: CERTIFIED ELECTRICIAN**

**REPORTS TO:** Director of Districtwide Services

**EXEMPT STATUS:** Exempt

**APPROVED:** January 14, 2016- Order #2016-1720

**BASIC FUNCTION:**

Under direction, to perform skilled electrical work in the repair, alteration, construction, installation, and maintenance of electrical systems and equipment; to perform semiskilled and skilled functions in other trade areas; and to do other related work as required.

**REPRESENTATIVE DUTIES:**

- Inspect, repair, install, test, service, and maintain electrical systems, including conduit and duct systems, light and power circuits, motor appliances, generators, control equipment, switches, switchboards, fans, bells, buzzers, clocks, and fire alarm systems.
- Install interior and exterior wiring and conduit for equipment and appliances.
- Wire newly constructed and altered structures following approved safety standards.
- Replace circuit breakers and panels.
- Assemble, install, and maintain lighting fixtures and field lighting systems.
- May occasionally perform repair work on audio-visual equipment, public address, and intercom systems.
- Plan, organize, and lay out assigned electrical tasks.
- Coordinate, organize and direct the work of other maintenance personnel.
- Install and maintain heavy machinery and power tools.
- Order, requisition and maintain an adequate inventory of supplies, parts, and materials.
- Maintain regular attendance.
- Estimate labor and material project costs.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Methods, practices, materials, tools, and equipment used in the electrical trade;
- Electrical codes and regulations applicable to school facility maintenance, repair, and construction;
- Safe working methods and procedures.

**ABILITY TO:**

- Skillfully use tools and equipment in performing electrical installation, maintenance, and repair activities;
- Plan, organize, and lay out electrical work;
- Accurately estimate labor and material costs;
- Work from diagrams, blueprints, shop drawings, sketches, shop plans, and specifications;
- Maintain simple records and prepare complete and concise reports;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

**PHYSICAL DEMANDS**

- The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
- Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Must have an adequate range of motion in the upper extremities.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law and four years increasingly responsible certified experience as an Electrician.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid Kentucky Motor Vehicle Operator's License. Possession of a valid Kentucky Master Electrician's license.