

## CHIEF ELECTRICIAN

Classification: Maintenance

Location: Facility Operations

Reports to: Maintenance Supervisor/Facilities Manager

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Serves as the District's Chief Electrician and authority having jurisdiction for the Master Permit Program and all electrical installations. Responsible for performing duties in the maintenance and repair of electrical systems, equipment, fixtures, and security and fire alarm systems or equivalent. Monitors and inspects the work of service contractors and district employees.

### **Part II: Supervision and Controls over the Work:**

Work is performed under the general supervision of the supervisor for facility maintenance. Electrical trades work is performed independently and in conformance with local city, county, and state codes and standards of the profession. Work is reviewed for timeliness, completeness, code compliance, safety, and established priorities.

### **Part III: Major Duties and Responsibilities (depending on specific assignment):**

1. Interprets prepared sketches, diagrams, schematics, and blueprints.
2. Plans work based on appropriate sequence and procedure.
3. Determines required supplies and materials and takes action to assure the availability of such materials at the time needed.
4. Installs, maintains, alters, and repairs wiring, electrical devices, machinery and equipment.

5. Installs and connects electrical equipment to wiring and power systems.
6. Installs fixtures, outlets, and switches, and making wire connections.
7. Cuts, threads and bends conduit and pulling wires, splicing, soldering, and applying electrical tape and connections as needed.
8. Replaces faulty electrical components and defective wiring and making connections to electrical installations.
9. Directs LME's/helpers and other staff in performing the above work.
10. Provides leadership and training for district personnel.
11. Installs line voltage, and low voltage security and fire alarm systems. Maintains and repairs electronic control systems associated with building program clocks and/or HVAC control system. Perform routine checking and diagnostic work on microprocessor-based equipment, including intercoms, public address systems, building lighting controls, theatrical lighting controls, and PLC's.
12. Performs inspections of work performed by outside electrical contractors (e.g. new school sites, electrical system upgrades/expansions, major remodels, etc.) for the purpose of ensuring that the projects are satisfactory completed and within local/State/Federal and codes, regulations and specifications.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Graduation from high school or equivalent.
- Must hold a valid State of Oregon Limited Supervising Manufacturing Plant or a General Supervisor Electricians License and 4 years of experience at this level.
- May be trained in CPR, First Aid certification and be trained or willing to be trained on defibrillators.
- Ability to work effectively in a school environment with priority emphasis on safety and minimal disruption of the educational instruction program.
- Initiative and ability to work with minimal direction; sound judgment and decision making capabilities are essential.

- Knowledge of state and local codes related to assigned trade/craft.
- Must possess a valid driver license and a safe driving record and be able and willing to operate district owned vehicles. May be required to possess or obtain a Commercial Driver's License.
- Ability to operate power equipment and maintain lift certification.
- Ability to utilize office technology to document assigned work, control inventories, initiate service orders, etc., to include spreadsheet and word processing documents.

**Part V: Desired Qualifications:**

- Bilingual and bicultural skills.
- Ability to communicate and maintain good working relations with other staff in a team environment.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to bend, crawl, sit, talk, move about, hear and speak. May be required to work in restricted spaces, from a prone position, and/or under difficult lighting and access conditions. Noise level may be high when operating power equipment. Employee may be exposed to outside weather conditions especially in emergency repair situations.
- The employee must occasionally lift and/or move up to 50 pounds and greater than 50 pounds using appropriate equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee is required to update knowledge of, train others and properly use safety equipment and processes for the work to prevent injury to self or others.