



Tigard Tualatin School District 23J

Job Description

Work Year: 260 or 261
Bargaining Unit: OSEA
FLSA Status: Exempt
Salary: Skilled Trades ST-B

JOB TITLE: General Journeyman Electrician

REPORTS TO: General Supervising Electrician and Facilities Manager

GENERAL DUTIES SUMMARY:

Under the supervision of the General Supervising Electrician and Facilities Manager, ensures that all district electrical needs are properly maintained in a safe and timely manner and lends support in the maintenance and upkeep of District facilities and grounds.

ESSENTIAL DUTIES and RESPONSIBILITIES:

The essential requirements and responsibilities of this position are listed below. Employees in this position must possess the ability to perform the essential functions of the position with or without accommodation.

- Test electrical systems using tools that include voltmeters, oscilloscopes and ohmmeters to determine where issues may be occurring, the safety of the system and to ensure compatibility
- Maintain a safe work environment by adhering to all company guidelines and OSHA safety requirements and also through reporting violations of policies, procedures and guidelines to immediate supervisor
- Document actions, testing results, observations, final diagnosis of the situation and steps taken to resolve issues for each job or situation
- Repair electrical issues by replacing or installing components, wiring or devices
- Determine the steps necessary to assess an electrical situation using testing devices, blueprints and maps
- Ability to compute the load for circuit breaker and related electrical components
- Prioritize work orders assigned to position
- Clearly and professionally express concerns, evaluations, or suggestions in writing or verbally to supervisors, contractors or fellow workers; ability to communicate with Building Specialist and maintenance staff in a clear and legible manner
- Safely and skillfully operate power and hand tools of the trade
- Work in a multi-task, teamwork environment, supporting the wide range of tasks including but not limited to; plumbing, grounds, welding, use and repair of hand/power tools, grounds equipment, motors, electrical
- Work well with and without supervision

- Work independently with written and/or oral instructions
- Maintain a clean and neat personal appearance; follow District uniform/dress code guidelines
- Regular and punctual attendance
- Follow established District protocols and procedures

Marginal Duties and Responsibilities:

- Maintain a safe, clean and orderly work area including care of tools and equipment

QUALIFICATIONS:

Minimum:

- Thorough and extensive knowledge and skill level in the methods, tools, materials and practices of the electrical trade
- Knowledge of State and Federal electrical codes, regulations and standards governing the electrical trade
- Read, interpret and understand blueprints, schematics, and diagrams
- Read small print and see distances equal to driving requirements
- Demonstrate mechanical aptitude
- Sufficient language skills to communicate to staff, vendors & community technical information that is related to specific projects and to ask for clarification and interpretation when unsure of assignment
- Math skills sufficient to enable employee to project, plan, cost out and order materials within this job description
- Reasoning skills to enable this position to work without direct supervision, to follow safe workplace procedures, to recognize potential problems and respond to emergencies appropriately
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists
- Hold a current Oregon or Washington Drivers license
- Hold or acquire upon employment a valid first aid card and maintain throughout employment (as needed)

Preferred:

- 4 years of commercial journeyman level electrical work experience

EDUCATION and EXPERIENCE:

- Completion of High School (Diploma) or GED equivalent
- General Journeyman Electrician license (required)

WORKING CONDITIONS:

The physical demands 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.

- Lift individually materials, frequently 10-25 pounds, occasionally 20-50 pounds, and occasionally over 100 pounds
- Discriminate colors for wood working, electrical code work
- Hear safety warnings on equipment and in buildings
- Push and pull materials up to 400 pounds with hand trucks
- Crawling, kneeling and repeated bending occurs frequently in the course of the shift

- Climbing ladders, working on high-reach/scaffolding equipment and working on roofs may occur for extended periods of time and up to 80% of the work shift
- Walk, stand, bend and stoop for extended periods of time
- Have flexibility that allows both entering and working in confined spaces and ability to work at gym ceiling heights
- Subject to loud noises and dusty conditions working around and with various types of power equipment.
- Conditions may include but are not limited to dust, grime, odor, fumes, and moisture
- Subject to extreme weather conditions at certain times of the year
- Repetitive motion is associated with the use of maintenance equipment
- Equilibrium, balance and coordination necessary to climb ladders, drive equipment
- Majority of the shift is spent walking and standing
- Fine motor movements (i.e. wire nuts, electrical terminals)
- Exposures to chemicals and electricity may include but are not be limited to solvents, oil based paints, chemical spills, cleaners and glues

EVALUATION

Performance of this job will be evaluated in accordance with the provisions in the Collective Bargaining Agreement between Tigard-Tualatin School District 23J and Oregon School Employees Association Chapter 51.

TERMS OF EMPLOYMENT

This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

Employee Name (print) _____ **Date** _____

Employee Signature _____