

Job Title: Electrician Non-Exempt

Reports to: Maintenance Director

Dept./School: Support Services

Primary Purpose:

Under general supervision, maintain, repair, and install electrical systems, services, and equipment for the district. Maintain and provide for the safe condition and operation of all electrical fixtures and systems in district facilities.

Qualifications:

Education/Certification:

Valid masters electrician license

Valid Texas driver's license

Special Knowledge/Skills:

Knowledge of electrical circuits and wiring and operating principles of motors

Knowledge of local electrical codes

Some knowledge of public address systems

Ability to read blueprints, schematics, and written reference material

Ability to follow written and verbal instructions

Ability to perform mathematical calculations

Ability to diagnose and resolve problems

Ability to use hand and power tools

Ability to work well with others, to follow directions and to have good communication skills

Ability to tolerate exposure to extremes in temperature and weather conditions, both indoors and outdoors

Competence in operating all equipment and tools associated with the electrical trade

Requirement for lifting and carrying up to fifty (50) pounds unassisted, for walking, standing, repeated bending, reaching above the shoulder for extended periods of time and working at various heights on ladders and scaffolds.

Ability to distinguish colors

Experience:

Five years experience in electrical field

Alternatives to the above qualifications which the administration may find appropriate and acceptable

Major Responsibilities and Duties:

Maintenance and Repair

1. Install and repair wiring, electrical fixtures, power equipment, and components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints.
2. Install and repair control and distribution apparatus, including motors, relays, switches, thermostats, circuit-breaker panels, etc.
3. Install and connect power supply wiring, cables, conduit, and electrical apparatus for machines and equipment in new and existing facilities following diagrams, schematics, or blueprints.
4. Diagnose and resolve problems in electrical circuits, systems, and equipment using testing instruments and equipment.
5. Test continuity of circuits to ensure compatibility and safety of components using testing instruments.
6. Measure, cut, bend, thread, assemble, and install electrical conduit using rulers, measuring devices, hand tools, pipe threader, and conduit bender.
7. Repair or recommend replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, dryers, etc.
8. Maintain all scoreboards, have some knowledge of public address systems, and assist air conditioning personnel in trouble shooting electrical circuits to air conditioning equipment.
9. Receive and complete work orders.
10. Select material and hardware and make time and materials estimates.
11. Maintain accurate records on material and labor used.
12. Maintain inventory of district-owned tools, equipment, and materials.
13. Inspect jobs upon completion and ensure areas are clean.
14. Work with building principals and supervisors to complete projects.
15. Detect needed repairs on buildings, grounds, and equipment following established inspection procedures.
16. Respond to emergency calls as needed.

Safety

16. Wear safety equipment as required.
17. Perform preventive maintenance on tools and equipment.
18. Ensure that equipment is in safe operating condition.
19. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
20. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
21. Keep work area, shop and truck clean.

Other

22. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

Supervisory Responsibilities:

None

Equipment Used:

Multimeter, ohmmeter, oscilloscope, and testing equipment; soldering iron; wire puller; pipe bender and threader; hand and power tools (saw, drill, etc.); trencher; jackhammer; concrete saw; ladder. Light truck or van.

Working Conditions:

Mental Demands/Physical Demands/Environment Factors:

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work in tiring and uncomfortable positions, around electrical power lines, outside and inside. Exposure to extreme temperatures. Frequent districtwide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature:

Date:
