

BRIGHTON SCHOOL DISTRICT CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Maintenance Electrician
Date Prepared or Last Modified: December 2022
Work Year: 12 months
Department: Facilities
Reports To: Director of Facilities

SUMMARY Perform journeyman level technical activities related to the repair, maintenance, and installation of electrical equipment in facilities throughout the entire district. Includes preventive and emergency maintenance, inspecting electrical equipment and circuitry, maintaining fire alarm and intrusion systems and intercoms, and maintaining inventory.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

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| D | 10% | Assess work orders, prioritize work Manage/Prioritize workload using work order system. Ensure all work order Action boxes have been populated with notes, dates and initials, and complete work orders on a timely basis. Maintain records on all electrical maintenance repairs. |
| D | 37% | Perform regular maintenance on, makes repairs to, and install electrical circuitry (lighting circuits, power circuits) throughout the district. |
| D | 5% | Troubleshoot electrical and mechanical equipment malfunctions using various electrical and mechanical tools and instruments. |
| W | 2% | Respond to emergency situations, establish priorities, and perform or schedule repair work as necessary. |
| W | 2% | Perform preventive and emergency maintenance on pumps, motors, and electrical systems, using hand tools and diagnostic electrical instruments. |
| W | 18% | Maintain and inspect equipment, including but not limited to, electrical equipment and panels, fire alarm and intrusion systems, and electronic equipment such as scoreboards, intercoms, projectors, and clocks. Maintain inventory of parts, supplies, and equipment. Replace defective clocks and manage setting bell schedules. |
| W | 1% | Assist and work with other trades as needed. Check with Director of Facilities, Grounds Supervisor and Custodial Supervisor to see if any deliveries need to go out to any buildings in the district. |
| M | 2% | Assist with HVAC installation and repair process. Provide training to HVAC individuals in electrical maintenance. |
| M | 5% | Respond to burglar and fire alarm situations, determine status of alarm equipment, and make or schedule necessary repairs or maintenance. |
| M | 1% | Inspect buildings and equipment on periodic basis to ensure compliance with code and safety of equipment and circuitry. |
| M | 1% | Attend safety seminars and meetings and departmental staff meetings. |
| A | 2% | Establish preventive maintenance schedules for equipment used for electrical work and maintain records of maintenance and repairs as necessary. |
| A | 5% | Assist with special projects by creating scopes of work, obtaining cost estimates, and coordinating with outside contractors as needed. |
| A | 2% | Assist supervisor in estimating and preparing budget, evaluating equipment and supplies, recommending purchase or replacement, and providing input on District capital expenditures. |
| A | 5% | Respond to emergency situations when necessary due to on-call rotation. |

A 1% Perform snow removal as needed.

Ongoing 1% Perform other duties as assigned, for example, after hours emergencies.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent and a journeyman electrical license.

EXPERIENCE: 8 years' experience in the electrical trade, including commercial, industrial, and residential applications.

SKILLS, KNOWLEDGE, & EQUIPMENT: Journeyman level skill in the electrical trade. Communication and interpersonal skills. Problem solving abilities. Working knowledge of applicable regulatory requirements and trade standards. Operating knowledge of and experience with test lights, voltage testers, in-line voltmeters, ammeters, continuity checkers, infrared meters, ohmmeters, and circuit tracers. Operating knowledge of and experience with personal computers and typical office equipment. Ability to use and operate personnel lifts.

CERTIFICATES, LICENSES, & REGISTRATIONS Colorado Journeyman electrical license and valid Colorado driver's license.

SUPERVISION/TECHNICAL RESPONSIBILITY This job has no supervisory responsibilities. Acts a resource for others throughout the district in regard to electrical maintenance, repairs, and emergencies and to HVAC technicians by providing training in electrical maintenance.

JUDGMENT AND DECISION MAKING Work is assigned by supervisor, via work orders, and preventive maintenance schedule. This position requires application of technical knowledge to evaluate, analyze, repair, or replace electrical systems and/or equipment; prioritize repairs; and determine impact decisions have on building occupants. Work is guided by district policies, National Electrical Code, National Fire Protection Association Standards, and Colorado State Electrical Board. Decision-making requires collaboration with other electrical technicians, school personnel and administration, supervisor, contractors, and fire department. Supervisor is involved only in major decisions.

DIVERSITY OF DUTIES: Duties require cross-training in HVAC systems, electrical theory, fire and security alarm panels and devices, electrical standards and codes, and electronics such as clock and intercom systems. Duties and actions impact individuals across the District.

SAFETY TO SELF AND OTHERS High exposure to self to bruises and cuts due to falls and using tools; to heat burns, loss of sight, disfigurement, and fatality due to electricity; to fractured bones due to falls; to hernia due to lifting heavy equipment; to repetitive motion injuries due to climbing; and to loss of limb due to equipment. Also, duties of this job may impact the safety of others if precautions are not taken when working where others are present and if work is done poorly and does not meet required specifications or codes for safety. Required knowledge of lockout/tag out procedures.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee is frequently exposed to moving mechanical parts and high, precarious places. The employee is

occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to analyze, coordinate, compute, evaluate, and compile. Occasionally required to compare, instruct, synthesize, and negotiate.