

CHIEF ELECTRICIAN

Classification: Maintenance

Location: Facility Operations

Reports to: Facilities Director & Supervisor

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, including low voltage technicians working for the Information Systems and Technology Department.

Part II: Supervision and Controls over the Work:

The position reports to the Facility Operations Supervisor. 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. Maintain the District's Master Electrical Permit Program and all electrical installations.
2. Interprets prepared sketches, diagrams, schematics, and blueprints, utilizing Bluebeam construction software.
3. Plans work based on appropriate sequence and procedure.
4. Determines required supplies and materials and takes action to assure the availability of such materials at the time needed.
5. Maintains, alters, and repairs wiring, electrical devices, machinery, and equipment.
6. Installs and connects electrical equipment to wiring and power systems.

7. Performs installation of light fixtures, outlets, switches, making wire connections, cutting, threading, bending conduit, pulling wires, splicing, and soldering.
8. Replacing faulty electrical components and defective wiring and making connections to electrical installations.
9. Oversees the work and/or directs district Journeymen Electricians, Limited Maintenance Electricians, and Limited Energy Electricians, class A, and B, 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 building electronic control systems associated with Simplex clocks and Climatech, Watt Stopper, and Greengate Lighting Control Systems.
12. Performs routine maintenance and troubleshooting of Musco Athletic Lighting Control systems and multiple Theatrical Lighting control systems from various manufacturers.
13. Performs routine checking and diagnostic work on microprocessor-based equipment, including Telecenter U intercoms and public address systems.
14. Developing scopes of work and coordinating work to be performed by outside contractors. 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 satisfactorily completed and within local/State/Federal 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 the engagement of a diverse community and skill in communicating with a diverse population.

- Graduation from high school or equivalent.
- Possess and maintain a valid State of Oregon Limited Supervising Manufacturing Plant or a General Supervisor Electrician License and 4 years of experience at this level. This is a requirement to have enrolled electrical apprentices
- Knowledge of state and local codes related to assigned trade/craft.
- May be trained in First Aid, CPR and defibrillator training.
- In-depth knowledge of electrical principles, construction, technical wiring schematics, and following specifications.
- Ability to install, maintain, and troubleshoot electrical circuits, light fixtures, switches, circuit breakers, and other related electrical equipment, including diagnosing generator electrical issues and other unforeseen electrical issues.
- Strong knowledge of the operation of lighting control/intercom systems and the ability to diagnose and perform repairs.

- Ability to work effectively in a school environment with a priority emphasis on safety and minimal disruption of the educational instruction program.
- Initiative and the ability to work with minimal direction, sound judgment, and decision-making capabilities are essential.
- 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.
- Must possess a valid driver's license and a safe driving record and be able and willing to operate district-owned vehicles.

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 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 levels 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 properly use and update knowledge of safety equipment and processes as is appropriate to the work to prevent injury to themselves or others.
- Work is performed in and around high voltage.
- Work can be performed at elevated levels.