

Electrician

DEPARTMENT:	Buildings & Grounds	REPORTS TO:	Service Manager
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Non-exempt

Position Description

The Electrician position supports the district by repairing, troubleshooting, and installing electrical, energy management, emergency, and communication systems to ensure safe and properly functioning systems in buildings for the Kirkwood School District.

Task Title	Essential Job Functions	Percent of Time Spent
General Electrical Operations	<ul style="list-style-type: none"> Plan, assemble and install electrical, power, lighting, emergency, and communication systems. Retrofit old lighting systems to new led lighting systems. Install new switches and receptacles. Install electrical wiring, equipment, or fixtures, based on job specifications and local codes. Order supplies and electrical materials within budget guidelines. Monitor and adjust telephone and intercom systems as required to ensure efficient communications for the Kirkwood School District. Maintain master clock system. Inspect, maintain, and repair fire alarms, clocks, bells, switches and sensors. 	50%
Troubleshooting & Repairs	<ul style="list-style-type: none"> Monitor systems to perform preventative and corrective maintenance for various systems. Troubleshoot and repair electrical systems issues. Troubleshoot and repair fire alarm systems, communication systems, and other low voltage systems Monitor and adjust electrical, access control, and communication systems as required to ensure efficient, code compliant, and safe electrical access and communication systems. 	40%
Installation	<ul style="list-style-type: none"> Collaborate with HVAC mechanic and other trades or departments to ensure optimal electrical system installation and operations. 	10%
Inventory Management	<ul style="list-style-type: none"> Monitor, track and order on-hand supplies; inspect, inventory, store, and manage electrical equipment supply deliveries to ensure accurate supply management. 	

Other	<ul style="list-style-type: none"> • Other duties as assigned. 	
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The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees,
- **Supervisory Activities:** None.
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact individual work/job tasks

Qualifications

Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
 - Two years of college/associate degree and 3 or more years of related work experience.
 - High school diploma/GED and 5 or more years of related work experience.
- **Certificates, Certifications, or Other Training:** Electrician training
- **Licensure:** Valid driver’s license required to travel between job sites.
- Ability to lift up to 50 pounds.

Preferred

- Electrician License preferred.

Knowledge & Skills

Knowledge

- **Basic:**
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Machines/Tools: Machines and tools, including their uses, repair, and maintenance.
 - Customer and Person Service: Principles and processes for providing customer and personal services.
- **Intermediate:**
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
 - Skilled Trades and Construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.
 - Law/Government: Local, state, and national laws and government regulations including building and safety codes and KSD Board of Education policy.
- **Advanced:**
 - N/A

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active Listening, Critical Thinking, Time Management, Systems Analysis, Systems Evaluation, Equipment Selection, Installation, Operation and Control, Operation Monitoring, Repairing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Mathematics, Speaking, Writing, Reading Comprehension, Active Learning, Learning Strategies, Monitoring, Coordination, Management of Financial Resources, Management of Material Resources, Complex Problem Solving, Systems Analysis, Systems Evaluation, Operations Analysis, Technology Design, Troubleshooting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Science, Equipment Maintenance, Quality Control Analysis, Service Orientation, Social Perceptiveness, Judgement/Decision Making,
- **Rarely (Less than 1 hour or 12% of the day):** Persuasion

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Walking, Balancing, Carrying/Lifting, Finger Dexterity, Color Vision
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Crouching/Kneeling, Pulling/Pushing, Climbing, Multi-limb Coordination, Reaching, Repetitive Motion, Hearing,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crawling, Standing
- **Rarely (Less than 1 hour or 12% of the day):** Sitting

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields. Must occasionally work from heights.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-03