

Licensed 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 Licensed Electrician manages projects and collaborates with internal and external stakeholders to ensure that District electrical, communications, technology, and safety and security systems operate effectively for all staff and students. Provides training and designs, installs, troubleshoots, and repairs systems with electrical components.

Task Title	Essential Job Functions	Percent of Time Spent
Project Management	<ul style="list-style-type: none"> Oversee and manage installations of new electrical safety and security and technology systems. Supervise contractors. Consult with architects, engineers, contractors, and staff on building improvements and renovation projects. Assist with the development of Requests for Proposals and getting bids for new systems. Provide recommendations for improvements to systems. 	50%
General Electrical Operations	<ul style="list-style-type: none"> Inspect and maintain all District electrical, safety and security and technology equipment. Program new equipment to run efficiently. Design and install District electrical, communication, safety, and security systems based on job specifications and local codes. Order supplies and electrical materials within budget guidelines. 	30%
Troubleshooting & Repairs	<ul style="list-style-type: none"> Monitor systems to perform preventative and corrective maintenance for various systems. Troubleshoot and repair electrical, communication, and safety and security system issues. Monitor and adjust electrical, access control, and communication systems as required to ensure efficient, code compliant, and safe electrical access and communication systems. 	30%
Training & Education	<ul style="list-style-type: none"> Train and educate district stakeholders on new systems and equipment. 	10%
Other	<ul style="list-style-type: none"> Other duties as assigned. 	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required 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:** Developing or training, Directing
- **Budget Signing Authority:** Yes, up to \$2000
- **Decision-making Authority:** Decisions impact a small team or program

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.
- **Licensure:** Electrician license, Valid driver's license required to travel between job sites.
- **Certificates, Certifications, or Other Training:** Certified Fiber Optic Technician, Certified Fiber Specialist
- Ability to lift up to 50 pounds

Preferred

- Project management certification

Knowledge & Skills

Knowledge

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

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Critical Thinking, Time Management, Judgement/Decision Making, 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, Service Orientation, Complex Problem Solving, Judgement/Decision Making, Systems Analysis, Systems Evaluation, Operations Analysis, Technology Design, Troubleshooting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Science, Active Listening, Management of Personnel Resources, Instructing, Social Perceptiveness, Equipment Maintenance, Quality Control Analysis
- **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, Hearing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crawling, Standing, Repetitive Motion
- **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.

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: 2024-03-02