



DERRY TOWNSHIP SCHOOL DISTRICT

POSITION GUIDE

Position Title: Electrical Technician/Special Projects

Department: Buildings and Grounds

Group: HESPA

Reports to: Director of Buildings and Grounds

Date: February 22, 2017

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- *prompt responsiveness to inquiries*
 - *professional and courteous verbal and nonverbal communication*
 - *proactive problem solving*
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- Install, maintain and repair electrical systems; maintain records and files.
 - Inspect, troubleshoot, assemble, install, connect, repair, adjust and test a wide variety of electrical systems.
 - Repair electrical services and switch panels.
 - Install underground cables and overhead wiring.
 - Install and maintain lighting systems such as fluorescent and general light fixtures.
 - Inspect, troubleshoot, assemble, install, connect, repair, adjust and test a wide variety of electronic systems.
 - Maintain and repair fire alarm systems.
 - Repair and maintain kitchen appliances.
 - Install and wire control devices on heating systems such as boilers, fan coil units, and baseboard electric heat.
 - Replace and maintain electric motors.
 - Install wiring in buildings, which include piping, switches, receptacles and lights.
 - Install and maintain remote control devices for magnetic motor connections and relays.
 - Test, repair and calibrate electrical equipment, meter, relays, etc.
 - Replace and repair switches and receptacles.
 - Replace ballasts in light fixtures.
 - Install power and cable to computer rooms
 - Perform related electrical work as required.
 - Checks building service equipment to ensure proper working order, repairs malfunctions as needed which may include lubricating and cleaning equipment and machinery, installing and removing pipes and parts, replacing defective parts, etc.
 - Installs, replaces, or repairs doors, and partitions; hardware such as door closures, hinges, catches, knobs, and pulls
 - Repairs leak damage in roofs and ceilings.
 - Installs, replaces, or repairs minor fixtures, including venetian blinds, shades, drapes/curtain rods, window cords, storm windows, and screens.
 - Assists in the removal of snow and ice and the dispensing of ice-melt chemicals.
 - Assists in grounds related maintenance projects.
 - Maintains appropriate inventory level of materials and supplies.
 - Cleans and maintains tools and equipment associated with above work in good working order
 - Monitors work orders.
 - Keeps electronic work orders current.
 - Completes other duties assigned by Director of Buildings and Grounds

KNOWLEDGE & SKILL REQUIREMENTS:

- Education:** High School Diploma or GED. Graduation from an accredited trade school in a related field is desirable and may substitute for up to two years of experience.
- Certification:** Must possess a Class B Driving License
- Experience:** Three years as a journeyman electrician with experience in one or more of the following building maintenance trades: HVAC, plumbing, and carpenter. Skilled in installing CAT 5 E-6 computer wire. Thorough knowledge of the standard practices, tools and terminology of the electrical trade; thorough knowledge of electrical theory; thorough knowledge of the safety hazards of the work and of the necessary safety precautions; ability to make repairs to complicated electrical wiring, fixtures and equipment; ability to supervise the work of subordinates; ability to perform manual work over extended periods of time; skill in the use of electrical maintenance and repair equipment; ability to establish and maintain effective working relationships with associates.
- Skills:** Effective oral and written communication skills, and effective use of technology required; Ability to add, subtract, multiply, and divide all units of measure; to perform the four operations with like common decimal fractions; to compute ratio and proportion, and percentage; to calculate surfaces, volume, weights and measures.

SUPERVISION OF PERSONNEL:

None

PHYSICAL/MENTAL/ENVIRONMENT

Physical Demands:

- Activities:** Sit: 20%
Walk/stand: 80%
Climbing, bending, squatting, and twisting - Frequently
Repetitive movements of both hands
Grasping, reaching, handling, gripping
Pushing and pulling up to 100 lbs.
Stooping, crouching, kneeling

Lifting: Up to 100 lbs.

Vision: Close concentration

Mental Demands: Interpret, analyze, organize, prioritize, evaluate, and problem solve

Environment: Normal office, garage and school environments. Some local or statewide travel required.

I have reviewed the essential functions; knowledge and skill requirements; and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Print Name

Signature

Date