

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4226 Electrician

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REVISED

JOB TITLE: ELECTRICIAN

REPORTS TO: Executive Director of Facilities, Maintenance and Custodial Services or designee

NATURE AND SCOPE OF JOB:

The Electrician under direction does varied types of work involved in the installation, inspection, repair, servicing, and maintenance of electrical equipment, appliances, machinery, and circuits and does related work as required.

QUALIFICATIONS:

The Electrician shall:

1. Hold a high school diploma or equivalent.
2. Have three years of experience in work involving the installation, inspection, repair, servicing, and maintenance of electrical equipment, appliances, machinery, and circuits.
3. Holds a valid electrician's license.
4. Pass a colorblindness test.
5. Hold and maintain a valid driver's license with no serious violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

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11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
12. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Electrician shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Electrician shall:

1. Inspect electrical wiring, fixtures, appliances, motors, generators, pumps, power circuits, and controllers of machines and elevators, ascertain the nature of needed repairs and/or replacement; does whatever repair and installation work is necessary.

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2. Install, maintain, inspect, repair, and service high and low tension power and light feeders, generating and control equipment, relays, transformers, motors, pumps, switches, outlets, signal systems, and other electrical wiring, cables, fixtures, and appliances of varied types.
3. Use various types of test equipment such as ammeters, voltmeters, and ohmmeters.
4. Make emergency electrical repairs, trouble shoots malfunctions and breakdowns; inspect work in progress and completed work for defects, fire hazards or other unsafe conditions.
5. Be familiar with the use of various types of conduits and fittings, cables, insulators, and other equipment.
6. Work from electrical schematics, plans, and specifications in accordance with established procedures.
7. Requisition, store, safeguard, and properly use electrical equipment, materials, and supplies.
8. Keep records of equipment used, work done, and time spent.
9. Read and interpret plans, specifications, and diagrams.
10. Analyze problems involving electrical installation, inspection, maintenance, and repair work, and develop effective work methods.
11. Remember, and carry out oral and written directions.
12. Demonstrate positive attitudes, appropriate attire and grooming, and an effective work ethic.
13. Use computers and/or electronic equipment to fulfill job functions.
14. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
15. Participate in appropriate in-service and workshop programs and attend any required meetings.
16. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

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17. Adhere to New Jersey school law, State Board of Education rules and regulations, State and local health agency requirements, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
18. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

While performing this job the staff member shall:

1. Frequently lift up to fifty (50) pounds alone and one hundred (100) pounds with assistance.
2. Occasionally work from ladders or scaffolding at heights over ten (10) feet.
3. Frequently work from ladders at heights below ten (10) feet.
4. Sit, stand and walk for required periods of time.
5. Speak and hear.
6. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
7. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
8. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.

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3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Director of Facilities, Maintenance and Custodial Services or designee shall evaluate the Electrician in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.


Approved

9-3-19
Date

Signature on file in Human Resource Services.