San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Electrician **Exempt Status:** Non-Exempt

Reports to: Director of Maintenance **Pay Grade:** 07

Works with: District Personnel **Days:** 260

Dept./School: Maintenance/District wide **Date Revised:** 7/29/2020

Primary Purpose:

Performs maintenance and repairs on district wide electrical systems and provides for the safe condition and operation of all electrical fixtures and systems in District facilities under direct supervision of the Director of Maintenance.

Prerequisites:

- High School Diploma or GED;
- Valid Texas driver's license insurable with San Benito C.I.S.D insurance carrier and good driving record; and
- Master electrical license as required by the State of Texas.

Special Knowledge/Skills:

- Three to five years experience in the electrical field
- Knowledge of local electrical codes
- Ability to manage and communicate with personnel
- Ability to read blueprints, schematics, and written reference material

Major Responsibilities and Duties:

1. Complies with District directives and Maintenance Policies and Procedures.

2. Performs all line maintenance as required for satisfactory operation of electric services within the district.

3. Performs preventive maintenance and periodic checks of all electric switch gear and transformers.

4. Insures that all safety regulations are followed.

5. Keeps all electrical related tools and equipment in working order.

6. Must be able to read and interpret blueprints, wiring diagrams and possess knowledge of electrical systems.
7. Estimates and purchases necessary materials to complete work orders.

8. Performs rough in, lay out and final electrical work for commercial type remodeling and new work projects.

9. Provides support to other departments requiring electrical work.

10. Possess knowledge and performs maintenance of motor control panels for equipment operation.

11. Maintains shop and truck inventory and orders parts as required to maintain equipment operations.

12. Serves as lead craftsman.

13. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skill required.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____