



Job Title: Technician – Electrical

Supervisor: Assistant Manager – Maintenance

Terms of Employment: 246 days

Job Summary:

The Technician – Electrical installs, troubleshoots, repairs, maintains, and upgrades electrical systems and equipment. This consist of high voltage and low voltage circuitry, systems and equipment. Voltage can range from 24 volt – 480 volt. Ensuring the completion of task in a safe, timely manner, according to code, regulations and specifications. Adhere to HCS core values.

Essential Duties:

1. Participates in “On Call” duty and respond to after hours calls per the rotational schedule.
2. Troubleshoots electrical issues and recommends solutions.
3. Coordinates with assistant manager and/or other trades for the purpose of completing jobs and work orders efficiently.
4. Installs or replaces light bulbs, ballasts, switches, plugs, breakers; runs new circuits (power distribution) as necessary.
5. Repair and or replacement of fire alarm system/equipment.
6. Ability to make electrical elevator repairs.
7. Reads electrical plans and performs take-off of materials and equipment.
8. Lays out new jobs and makes plan for rewiring old installations.
9. Identifies types of conduit and bends, runs and installs in proper manner.
10. Checks and installs proper candle power of lighting in instructional rooms and other needed areas.
11. Repairs, replaces, and maintains receptacle circuits and devices; installs new receptacle circuits when additional power is required. Working with various ranges of electricity.
12. Installs necessary components (conduit, outlets, breakers, panels, etc.) for upgrades, new machinery and equipment.
13. Installs and repairs lighting in building and exterior of building, such as athletic field lights, auditorium lights, and parking lot lights.
14. Ability to work at heights of 40 feet+. Ability to operate and work out of personnel lifts and bucket truck.
15. Performs general cleaning and maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspection of equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing and cleaning equipment, or cleaning shop and work areas.
16. Installs control systems for lights, motors, and equipment.
17. Works with low and high voltage systems.
18. Maintains, services, and tests generators and transfer switches.



19. Performs routine and preventive maintenance as needed for the purpose of ensuring the ongoing functioning of electrical systems.
20. Process all labor and materials into SchoolDude for the purpose of documenting activities and communicating information.
21. Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
22. Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
23. Operates hand and power equipment such as voltmeters, meg meter, power location equipment, personnel lifts, fork truck, backhoe and trenching machines.
24. Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
25. Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.

Other Duties:

Perform such other tasks and assume such other responsibilities as may from time to time be assigned.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Support Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Completion of high school diploma required; technical degree preferred.
2. Minimum three years' of experience as an Electrician required.
3. Commercial/Industrial Electrical Certification or Electrical License preferred.
4. Must possess and maintain a valid South Carolina driver's license.
5. Knowledge of standard wire sizes by types and uses.
6. Knowledge of electrical code and how to read codes from books, internet, plans, etc.
7. Knowledge of fire alarm systems.
8. Demonstrated ability to follow instructions, both oral and written, for prescribed job responsibilities.
9. Knowledge of how to properly perform manual tasks.
10. Knowledge of safety practices relevant to the tasks performed and equipment employed.
11. Ability to use small office equipment, including copy machines or multi-line telephone systems.
12. Ability to use computers and other digital devices for data entry, emailing, work orders, etc.



13. Ability to communicate with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
14. Ability to use or repair small/light equipment, such as power tools.
15. Ability to use or repair medium equipment and machinery such as lift equipment and assigned vehicle.
16. Knowledge and use of standard spacing, measurements and layout common to trade.
17. Ability to guide and train other employees.
18. Ability to assume work load and follow-up on tasks with minimal directions.
19. Skills in basic arithmetic; ability to calculate volume and measure materials precisely.
20. Ability to estimate time and materials for job and keep records of stock.
21. Such alternatives to the above qualifications as the Administration and/or Board may find appropriate and acceptable.
22. Knowledge of proper PPE required to perform tasks.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- physically capable of frequently lifting or moving up to 100 pounds;
- specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- ability to sit and stand for extended periods of time;
- manual dexterity for the purpose of using a telephone, data entry, using hand tools;
- read a computer screen and printed material with or without vision aids;
- eye-hand coordination to avoid injury;
- physical endurance to lift tools, equipment, and supplies while standing, climbing, bending, or kneeling for long periods;
- hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.
- Physically capable to wear proper PPE (eye protection, hearing protection, hand protection, protective clothing, safety shoes, etc).
- Able to work at various required heights while on ladders or in personnel lifts.



Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 110

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 10-20-2025