Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Electrician Licensed**

Qualifications:

Credentials: Valid Oklahoma Drivers License and acceptable driving record; State Journeyman's Electrician License.

Education: High school, GED and specialized vocational training in electricity.

Training or Experience Required: Four years in the electrical field and 2 years in the Commercial/Industrial field.

Special Skills, Knowledge, Abilities:

Must have knowledge of the National Electric Code and local electric codes.

Communication Skills (oral, written, or business). Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as schematics, blueprints, building plans, charts, diagrams, maps or instruction material.

Tools and Equipment Usage: Uses tools or equipment with expertise acquired through extensive experience and/or specialized training. Such tools to include hydraulic benders, voltage/amperage meters.

Site: **Various**

Reports To: **Electrician Foreman and Director of Maintenance**

Job Goal (Purpose of Position): Performs skilled/full journey level duties under limited supervision to install, repair or maintain electrical equipment and systems in the district.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion he will have to utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular public contact with members of own staff or district. Some interpersonal interaction or communication is required.

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative, self discipline and effective problem solving are necessary for the success of the position.

Essential Job Functions:

1. Trouble shoots electrical problems and performs electrical maintenance for all electrical equipment and devices in the district.

2. Upgrades electrical equipment and devices when needed.

3. Performs general wiring, replaces switches, receptacles, breakers, etc. Installs new wiring or circuits for additional equipment: copiers, alarms, fans, lights, dishwashers, ovens, etc.

4. Performs load calculation on new and old installations. Calculates voltage drop, load, wire size necessary for upgrades and new installations.

5. Performs preventive maintenance on electrical equipment and eliminates severe problems that could be the cause of major down time.

6. Informs supervisor of parts, equipment and other supplies that are necessary to do job. Keeps necessary parts and supplies on hand for common projects like wire, bulbs, ballasts, switches, etc.

7. Cleans work area and maintains electrical shop and tools, including assigned vehicle.

8. Performs other duties as assigned.

Supervision exercised: An incumbent does not usually supervise except on a specific assignment.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee must stand/walk 4-5 hours per day. Some bench work of about 1 hour per day. Employee's job requires occasional bending/stooping,

squatting/crouching, crawling/kneeling, and pushing/pulling. There is frequent climbing and reaching above the shoulders.

Employee's job requires frequent carrying/lifting of up to 35 pounds and occasional lifting from 35 to 75 pounds loading electrical supplies - spools of wire, panel boards, bundles of conduit. etc. Job requires employee to use right foot for repetitive movements as in operating foot controls; both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation. Employee must be color sighted.

Employee must possess manual dexterity/visual ability to operate hand and power tools, trenching/digging equipment and ladders. Must be able to read data plates, labels, blueprints, and schematics. Employee must possess hearing to distinguish normal/abnormal sounds. Must be able to communicate with fellow workers and the public. Must be able to climb ladders and steps, crouch, kneel etc.

Employee's job requires working on unprotected heights (roofs); Use of/close to machinery; working in the outdoors with temperature changes; driving motorized equipment (fork lift, trenchers); exposure to toxic gas, solvents, high voltages and working on live circuits.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT:	261 days per year
SALARY:	Category F
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

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