Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Electrician Foreman (Contractor's License)**

Qualifications:

Credentials: Valid Oklahoma Drivers License and acceptable driving record; State Contractor's Electrician License. Must complete Oklahoma Construction Industries Board Affidavit that associates the state contractor's license with Moore Public Schools.

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

Training or Experience Required: Six 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 instructions and respond to inquiries. Includes filling out forms.
Must be able to supervise/lead other electrician(s) and train new employees.

Mathematical Skills: Performs 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.

Site: **Various**

Reports To: **Director of Maintenance**

Job Goal (Purpose of Position):

Performs skilled/full journey level and foreman 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 contact with members of own staff or district. 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. Oversees electrical maintenance and trouble shoots electrical problems. In addition performs electrical maintenance for all electrical equipment and devices in the district.

2. Upgrades electrical equipment and devices when needed.

3. Oversees and performs general wiring, replaces switches, receptacles, breakers, etc. Installs new wiring or circuits for additional equipment: copiers, alarms, fans, lights, 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. Works with City electrical inspectors and with public utilities.

8. Oversees the general housekeeping duties at electrical shop and maintains electrical shop and tools, including assigned vehicle.

9. Performs other duties as assigned.

Supervision exercised: An incumbent supervises other electrical employees as needed on the assignment.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee must stand/walk 4-5 hours per day. Some benchwork 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, 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 J

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

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