Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Electrician (Apprentice)**

Qualifications:

Credentials: Valid Oklahoma drivers license and an acceptable driving record.

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

Training or experience required: This is the apprenticeship program that requires approximately 3-4 years on the job experience to obtain Journeyman License. Vocational training may substitute for some on the job experience. Shall obtain Journeyman License within the required time given by Supervisor.

Special Skills, Knowledge Abilities:

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

Communications Skills (oral, written, or business). Basic communications 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: **Electrical 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/she will have to utilize discretion, ingenuity, and independent judgment due to the complexity of the job.

Contact with Others: An incumbent in this position has regular public contact with members of own staff or district. Some interpersonal action 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 and leave policies, and other work-habit concerns. Some initiative, self discipline, and effective problem solving are necessary for the success of the position.

Essential Job Functions:

1. Performs general wiring, replaces switches, receptacles, breakers, etc. Installs new wiring or circuits for additional equipment; i.e., copiers, alarms, fans, lights, dishwashers, ovens, etc.

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

3. 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.

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

5. Performs other duties as assigned.

Supervision Exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee must stand/walk 4-5 hours per day with 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 35-75 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 that distinguishes normal and abnormal sounds. 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.

Terms of Employment: 261 days per year

Salary: Category C

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

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