



JOB DESCRIPTION

Job Title	Maintenance IV - Electrician
Department	Buildings & Grounds
Reports To	General Manager - Facilities
Classification	Buildings & Grounds
Location	Service Center
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Electrician is responsible for the installation, design, maintenance, and repair of electrical systems across all district facilities. This role ensures the safe and efficient operation of electrical infrastructure, including wiring, lighting, and power systems. The Electrician collaborates with various key parties including district leadership, contractors, vendors, custodial and maintenance staff to assess needs, develop work schedules, and coordinate project timelines. This position reports directly to the General Manager – Facilities position and may perform additional maintenance tasks as assigned to support district operations.

Essential Job Functions

- Diagnoses complex electrical issues and executes advanced troubleshooting, preventive maintenance, repairs, and system modifications across a wide range of electrical infrastructure and equipment.
- Ensures all electrical work is performed in strict adherence to local, state, and federal electrical codes, prioritizing safety, reliability, and operational continuity across district facilities.
- Consults, instructs, and directs various key parties including district leadership, contractors, vendors, custodial and maintenance staff in successful design, implementation and maintenance of district electrical systems.
- Conducts comprehensive evaluations of electrical systems through detailed inspections and interpretation of technical drawings, blueprints, and specifications to ensure optimal performance and code compliance.
- Interprets complex electrical plans and specifications, applying advanced mathematical and analytical skills to support the successful design, implementation, and troubleshooting of electrical systems.
- Leads the planning, coordination, and quality assurance of major contracted electrical installations or system modifications, serving as the district's subject matter expert throughout project execution.
- Serves as a technical advisor to operations, facilities and skilled trades personnel, offering guidance on complex electrical issues and supporting the daily maintenance and repair of critical systems.

- Mentors and provides hands-on training to Maintenance, fostering skill development and ensuring consistent quality in minor electrical repairs and routine maintenance tasks.
- Utilizes advanced diagnostic tools and test equipment to monitor, assess, and maintain the integrity and safety of electrical infrastructure across all district facilities.
- Oversees the assembly, installation, and commissioning of electrical systems, ensuring full compliance with local, state, and federal codes, and aligning with district safety and operational standards.
- Prepares estimates of labor, materials, and related costs from job site inspections and/or plans.
- Conducts market research and cost analysis to identify and evaluate pricing options for electrical equipment and supplies; prepares recommendations and procurement justifications to support operational efficiency and budget alignment.
- Oversees and services low-pressure steam and hot water heating systems, ensuring safe and efficient electrical integration with HVAC and Plumbing infrastructure across district facilities.
- Maintains and repairs commercial-grade kitchen and refrigeration equipment, providing expert-level electrical support to ensure uninterrupted food service operations.
- Leads the installation and commissioning of new electrical equipment and systems, ensuring compliance with all applicable codes and district standards.
- Responsible for maintenance and inventory of all tools and testing devices used in district operations related to electrical systems.
- Assists with cleanliness and safety of sidewalks and parking lots; including salting, sanding, and removing excess snow as directed.

Ancillary Job Functions

- Responds to emergency snow removal events as directed by supervisor.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Current Wisconsin Master Electrician License, or current Wisconsin Journeyman Electrician License.
- Extensive knowledge and experience with the National Electrical Code (NEC), Wisconsin State Electrical Code (Chapter SPS 316 & PSC 114), and Wisconsin Department of Safety and Professional Services (DSPS) building codes.
- Minimum of 5-7 years of experience in electrical installation, maintenance, and repair in a commercial or industrial environment.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Current Wisconsin Master Electrician License
- Advanced safety training
- Leadership or supervisory experience
- Project management experience in industrial or commercial environments.
- Asbestos Worker Certification

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work independently and exercise sound judgment in prioritizing and executing complex electrical tasks across multiple district facilities without direct supervision.
- Ability to interpret and apply information from requisitions, work orders, construction documents, blueprints, parts catalogs, equipment manuals, chemical use instructions, and Safety Data Sheets (SDS).
- Knowledge of safe handling and application of a wide range of chemicals, solvents, and adhesives used in electrical and facilities maintenance.
- Skilled in coordinating procurement and inventory of materials; effectively interacts with contractors and vendors; maintains detailed documentation of all work performed for compliance and audit purposes.
- Ability to respond to emergency snow removal events outside of regular work hours.
- Strong organizational skills with the ability to maintain accurate records, logs, and reports related to maintenance activities, inspections, and regulatory compliance.
- Proven ability to complete work efficiently, accurately, and with a high degree of technical competence under time constraints and operational demands.
- Advanced analytical and diagnostic skills to identify and resolve mechanical and electrical failures in complex systems, including plumbing and heating infrastructure.
- Proficient in the use of hand and power tools for dismantling, repairing, and assembling electrical and mechanical equipment.
- Capable of operating, maintaining, and repairing a variety of district vehicles and equipment, including boom trucks, utility carts.
- Strong interpersonal skills with the ability to interact professionally and constructively with students, staff, administrators, and the public.
- Receptive to feedback and capable of providing and receiving constructive criticism in a collaborative work environment.
- Comfortable working at heights using ladders, boom trucks, man lifts, and other assistive devices in accordance with safety protocols.
- Ability to travel between multiple district and community sites in compliance with the district's driving policy.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Serves as a positive role model for students and staff, consistently demonstrating professionalism, responsibility, and ethical behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be required to work in confined spaces, hazardous traffic conditions, or high/dangerous places.
- May be exposed to wet/humid conditions, inclement outdoor weather conditions, vibration, oils, fumes/airborne particles, moving mechanical parts, risk of electrical shock, loud noise levels, or potentially hazardous or cancer-causing agents or chemicals.
- Requires standing/walking on hard surfaces.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to talk, hear, feel attributes of objects, grasp, push, stand/walk, drive, reach, stoop/kneel/crouch, climb/balance/ operate mechanical equipment, and move up and down from/to sitting position on the floor.
- May be required to have repetitive wrist/hand/finger movement to operate necessary equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- Routinely required to lift up to 75 pounds.
- May be required to lift up to 100 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.