



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Electrician

Exemption Status/Test: Nonexempt

Reports to: Director of Maintenance

Pay Grade/Days: Maintenance 5 (240 days)

Dept./School: Maintenance

Date Revised: September 2025

PRIMARY PURPOSE:

Under general supervision, maintain, repair, and install electrical systems, services, and equipment for the district. Maintain and provide for the safe condition and operation of all electrical systems and fixtures in district facilities.

QUALIFICATIONS:

Education/Certification:

Valid journeyman electrician license
Clear and valid Texas driver's license

Knowledge/Skills/Abilities:

Knowledge of electrical circuits, wiring and operating principles of motors
Knowledge of current electrical codes and ordinances
Ability to read blueprints, schematics, and written reference material
Ability to follow written and verbal instructions
Ability to perform mathematical calculations
Ability to diagnose and resolve problems
Ability to use hand and power tools

Experience:

Four years experience in electrical field

MAJOR RESPONSIBILITIES AND DUTIES:

Maintenance and Repair

1. Install and repair wiring, electrical fixtures, power equipment, control and distribution apparatus, and components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints.
2. Diagnose and resolve problems in electrical circuits, systems, and equipment and test continuity of circuits to ensure compatibility and safety of components.
3. Install and connect power supply wiring, cables, conduit, and electrical apparatus for machines and equipment in new and existing facilities following diagrams, schematics, or blueprints.
4. Measure, assemble, and install electrical conduit using measuring devices, hand tools, pipe threader, and conduit bender.
5. Detect needed repairs on buildings, grounds, and equipment following established inspection procedures.
6. Repair or recommend replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, and dryers.



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7. Receive and complete work orders in a timely manner. Select material and hardware and calculate time and materials estimates. Maintain accurate records on material and labor used.
8. Maintain inventory of district-owned tools, equipment, and materials.
9. Inspect jobs upon completion and ensure areas are clean.
10. Work with building principals and supervisors to schedule and complete projects.
11. Respond to emergency calls as needed.

Safety

12. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate tools and equipment according to established safety procedures.
13. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
14. Perform preventive maintenance on tools and equipment to make sure that equipment is in safe operating condition.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Electrical measuring and testing equipment; hand tools; power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____