



Electrician – Journeyman

Purpose Statement

The role of the Electrician – Journeyman is to provide electrical services, ensuring project completion in accordance with trade standards. This includes offering technical expertise, maintaining and repairing electrical systems, and supporting other skilled trades in completing work assignments.

Supervisory Relationship

Reports to: Director of Facilities and Transportation

Essential Functions

- **Technical Advising:** Advise personnel on procedures to provide information for decision-making and compliance with health and safety regulations.
- **Blueprint Analysis:** Analyze blueprints, schematics, and drawings to identify the location of electrical systems and ensure efficient installation of additional systems.
- **Maintenance Coordination:** Assist with day-to-day maintenance activities to ensure proper and efficient upkeep of district buildings, facilities, and grounds.
- **Project Coordination:** Coordinate with administration, other trades, and outside contractors to complete projects and work orders efficiently.
- **Problem Diagnosis:** Diagnose electrical problems or failures to identify repair and replacement needs.
- **Estimating:** Estimate materials and equipment needed for work projects to ensure timely completion.
- **Fabrication:** Fabricate equipment parts to meet specialty needs or replace discontinued parts.
- **Program Implementation:** Implement assigned programs and projects, including inspection schedules and preventive maintenance programs, to conform to established guidelines.
- **Inspection:** Inspect completed work to ensure quality standards are met and identify preventive maintenance requirements.
- **Installation:** Install electrical systems such as lighting, alarms, electrical panels, switches, circuits, and scoreboards to provide a safe and workable environment.
- **Record Maintenance:** Maintain files and records of time sheets, inventory, work orders, labor/material estimates, and equipment repair manuals for reference and audit trails.
- **Tool and Equipment Maintenance:** Maintain vehicles, tools, and equipment to ensure availability in safe operating condition.
- **Training Participation:** Attend meetings, workshops, training, and seminars to convey and gather information required for job functions.
- **Routine Maintenance:** Perform routine and preventive maintenance to ensure ongoing functioning of electrical systems.
- **Reporting:** Prepare reports and written materials related to assigned activities and personnel to document activities and convey information.
- **Procurement:** Procure equipment and supplies to maintain availability of required items for job completion.
- **Recommendations:** Recommend plans, policies, procedures, and actions to address department goals and needs.
- **Emergency Response:** Respond to emergency situations during and after hours to resolve immediate safety concerns.
- **Transportation:** Transport tools, equipment, and supplies to ensure availability at job sites.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Adhering to safety practices and procedures.
- Analyzing data and estimating required resources.
- Inspecting and operating job-related equipment.
- Planning and managing projects.
- Preparing and maintaining accurate records.

Knowledge

- Understanding algebra and geometry.
- Reading technical information, composing documents, and facilitating group discussions.
- Familiarity with codes, laws, rules, regulations, policies, job-related equipment, and safety practices.

Abilities

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work with diverse individuals and data types.
- Utilize a variety of job-related equipment.
- Solve problems independently and adapt to changing priorities.
- Communicate with diverse groups and maintain confidentiality.
- Meet deadlines and work with detailed information.

Responsibility

Work under limited supervision, following standardized practices and methods. Direct others within a small work unit. Track budget expenditures. Utilize resources from other work units as required. Impact the organization's services continually.

Work Environment

Significant lifting, carrying, pushing, and pulling. Frequent climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally requires 20% sitting, 40% walking, and 40% standing. Performed under minimal temperature variations with exposure to risk of injury and illness.

Experience

Job-related experience within a specialized field is required

Education

Targeted job-related education with study in a job-related area

Certificates and Licenses

Driver's license and evidence of insurability
ND State Journeyman's Electrical License

Continuing Education/Training

Maintains certificates and/or licenses

Clearances

Criminal justice fingerprint/background clearance

FLSA Status

Non-Exempt

Salary Grade

SR

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.